



Department of Local Government,
Industry Regulation and Safety

Mentally Healthy Workplaces Grant Program



Applicant guide
2025–26 to 2028–29

Overview

The Mentally Healthy Workplaces (MHW) Grant Program commenced in 2022. As part of the WA Government's continued commitment to workplace mental health, a second round of funding is available for a further four years to 2028–29.

The MHW Grant Program supports organisations to develop and deliver initiatives that improve understanding and management of psychosocial hazards in Western Australian workplaces.

Specifically, the MHW Grant Program seeks to support new and innovative initiatives that provide practical, accessible outputs that help workplaces understand and meet psychosocial work health and safety duties, that can be readily applied in individual workplaces.

The MHW Grant Program is delivered over two stages and complements the Mental Health and Suicide Prevention Program Support Fund, which focuses on suicide prevention, early support, awareness and capability building.

This Guide is designed to help organisations prepare a clear and complete application. It should be read alongside the *'Mentally Healthy Workplaces Grant Program: Guidelines'*, which set out the full program requirements, eligibility criteria, assessment criteria and funding conditions.

Program objectives

The MHW Grant Program supports initiatives that align with the following objectives:

- improve the understanding and management of psychosocial hazards;
- seek to prevent work-related psychological harm by addressing psychosocial hazards and associated risks;
- strengthen workplace capability to meet psychosocial work health and safety (WHS) duties;
- build practical skills and understanding to recognise and assess psychosocial hazards and meet psychosocial WHS duties; and
- support clear, accessible information for diverse workforces.

Program focus

This guide relates to stage one of the MHW Grant Program.

Stage one seeks to deliver initiatives that build foundational capability to understand psychosocial hazards, identify risks and assess how work design and organisational factors may contribute to harm.

Applications should focus on practical and accessible outputs that can be readily understood and applied in workplace settings.

Applications should respond to identified need, align with the MHW Grant Program objectives, and deliver clear benefit to workers, workplaces, industries, or sectors in Western Australia. This may include practical tools, guidance, resources, training, or other capability building initiatives that improve understanding of psychosocial hazards, support workplace risk identification, or strengthen psychosocial risk assessment capability. Applicants should also refer to the *Accessibility requirements for Mentally Healthy Workplaces Grant Program Initiatives: Information sheet* when developing their application. The information sheet helps applicants design outputs that their intended workplace audience can access, understand and use.

Outcomes sought

Proposals should describe the outcomes the initiative is expected to contribute to and how these align with stage one – Awareness and understanding.

Funded initiatives must support workplaces to improve their:

- understanding of psychosocial hazards and their impact;
- ability to identify psychosocial hazards in the workplace;
- ability to assess psychosocial risks and contributing factors; and
- ability to apply this understanding within the workplace.

Outputs are to be:

- clear and easy to understand;
- relevant to the workplace or industry;
- usable by workers and persons conducting a business or undertaking, with varying levels of literacy and experience; and
- available in formats suited to how the intended audience accesses and uses information.

Before you start

Before preparing your application:

- read the '*Mentally Healthy Workplaces Grant Program: Guidelines*';
- confirm your organisation is eligible to apply;
- check eligibility of proposed activities;
- review the assessment criteria;
- gather key supporting documents for your submission; and
- review the '*Accessibility requirements for Mentally Healthy Workplaces Grant Program Initiatives*' information sheet.

Preparing your proposal

Proposals should be clear, realistic and aligned to MHW Grant Program objectives. Proposals should explain the need, what is to be delivered, target audience, how it will be delivered and what difference it is expected to make.

The following prompts are to assist with the preparation of your proposal.

- Tell us about your organisation:
 - describe your organisation, its role, and its experience delivering workplace mental health, psychosocial risk or workplace related initiatives. If delivery will involve partners, explain who they are and what role they are to play; and
 - avoid long organisational histories that do not directly support the proposal.

- Describe the issue you are addressing:
 - explain the problem, gap or need the proposal is responding to;
 - identify who is affected, why it matters, and what evidence, experience, sector insight or lived experience has informed your understanding;
 - demonstrate a strong link between the identified need and the proposed initiative; and
 - avoid vague statements about mental health that are not tied to the target group, industry or workplace setting.
- Show how the proposal aligns with the Program:
 - explain how the initiative aligns with the MHW Grant Program objectives and intended outcomes;
 - be clear about which aspects to the MHW Grant Program the proposal is designed to support, i.e. how it will help workplaces understand, identify or assess psychosocial hazards and meet related psychosocial WHS duties; and
 - avoid assumptions that the proposal aligns with the MHW Grant Program.
- Describe what you will deliver:
 - set out the proposed activities, delivery approach, target group, locations or settings, timeframe and intended outputs. If the proposal includes partners, subcontractors or external expertise, explain how these will be used;
 - provide specific details on what will happen, who will do it and how delivery will occur; and
 - avoid broad activity descriptions that do not demonstrate what is to be delivered.
- Explain the outcomes you expect to achieve:
 - describe the short and long-term changes the initiative seeks to contribute;
 - explain how the proposed outcomes relate to improved workplace awareness, understanding and capability to identify and assess psychosocial hazards and meet psychosocial WHS duties;
 - provide clear links to activities and realistic and meaningful outcomes; and
 - avoid aspirational outcomes.
- Describe collaboration and input from others:
 - explain how workers, health and safety representatives, unions, industry stakeholders, the community or other relevant parties have informed the proposal;
 - where relevant, describe how collaboration will continue during the delivery of the project;
 - demonstrate how the proposal has been shaped by those it is intended to benefit or involve; and
 - avoid naming consultation or partnerships without explaining what they will contribute.
- Explain how progress and effectiveness will be monitored:
 - describe how delivery will be tracked, what information will be collected and how you will assess whether the initiative is achieving its intended outcomes;
 - include practical and proportionate monitoring and evaluation arrangements; and
 - support statements around evaluation of the project to include how this will be achieved.

- Show how learning will be captured and shared:
 - explain how insights, tools, resources or learnings from the initiative will be documented and shared where appropriate;
 - demonstrate how the proposal may contribute to broader learning or improved practice; and
 - avoid repeating the evaluation section.
- Provide budget and governance information:
 - provide an itemised budget;
 - explain how the initiative will be governed, managed and reported, including delivery roles, oversight, financial management and relevant risk management arrangements;
 - demonstrate a realistic budget that is clearly linked to the proposed activities; and
 - avoid budgets that are high level, unclear or not supported by the delivery approach.
- Include supporting documents:
 - attach supporting documents to confirm eligibility and support the proposal, such as ABN confirmation, incorporation documents, insurance, partnership documents, letters of support or other relevant material; and
 - ensure documentation is complete and current.

What a strong proposal should show

A strong proposal is clear, well scoped and aligned with the purpose of the MHW Grant Program. It should show:

- clear alignment with the MHW Grant Program objectives and intended outcomes;
- a well-defined need, supported by relevant evidence, experience or insight;
- a practical and achievable delivery approach suited to the industry, sector or workplace;
- a realistic scope, with activities, timeframes and responsibilities clearly set out;
- clear and meaningful outcomes that are connected to the proposed activities;
- appropriate collaboration, consultation or lived experience input where relevant;
- outputs that are practical, accessible, and usable for the intended workplace audience
- sound governance, oversight and financial management arrangements;
- proportionate monitoring and evaluation that show how progress and effectiveness will be assessed; and
- a budget that is realistic, transparent and represents value for money.

A strong proposal does not need to be lengthy, though it should be specific, evidence-informed and easy to follow.

Assessment criteria

All proposals must address the assessment criteria in Table 1.

Table 1 – Essential criteria

Criterion	What to cover	What a strong response might show
Identify and address the problem	Describe the psychosocial hazards or workplace risks the initiative is responding to, who is affected and what workplace, sector, regulatory or consultation evidence supports the need. Explain how the initiative will reduce or manage these risks in line with psychosocial WHS duties.	A clear problem statement linked to the workplace, industry or target group, supported by relevant evidence or consultation, with a well-matched response.
Evidence-informed design and evaluability	Show how the initiative is informed by recognised psychosocial WHS risk management guidance, established practice or sector knowledge. Explain the logic of the initiative and how it will be reviewed.	A well-grounded approach with a clear rationale, coherent intervention logic and a proportionate plan for evaluation and learning.
Output design, usability and accessibility	Explain what outputs will be developed and how they will be designed to be practical, understandable and usable for the intended workplace audience. Include consideration of format, language, literacy demands, implementation context and barriers to use.	Outputs that are clearly designed with the audience, context, format, language and implementation barriers in mind that workplaces can realistically interpret and apply.
Scope, governance and budget	Explain what will be delivered, over what period, by whom and with what level of resourcing and oversight.	A proposal that is realistic, achievable, well managed and supported by a proportionate budget and clear governance arrangements.
Innovation, feasibility, leadership support and sustainability	Describe how the initiative improves, adapts or translates psychosocial WHS guidance into practical workplace use. Explain why it is feasible, how leadership or organisational support will enable adoption and how it may continue beyond the grant period.	A practical and relevant approach that is supported by credible leadership or organisational backing and is capable of lasting beyond the funding period.

Criterion	What to cover	What a strong response might show
Evaluation, impact and measurement	Define the intended impact of the initiative and explain how meaningful change in psychosocial risk management capability will be measured. Describe how progress will be reviewed, learning captured and shared, and sustainability assessed beyond the grant period.	A clear intended impact, proportionate outcome measures, practical review processes, and a credible approach to capturing and sharing learning. Demonstrates how the initiative will strengthen workplace capability and how sustainability will be assessed beyond the grant period.

Supporting documents

The following documents should be attached to support your proposal, where applicable:

- ABN confirmation;
- incorporation certificate or governing documents;
- evidence of current insurance;
- partnership agreements;
- letters of support; and
- any other supporting material requested under the *'Mentally Healthy Workplaces Grant Program: Guidelines'*.

Proposal checklist

Use this checklist before submitting your proposal to make sure all key information and supporting documents have been included.

Organisation and eligibility		Budget and governance	
	Legal and trading name provided		Budget is itemised, realistic and aligned with the proposed activities
	ABN/ACN and GST registration provided		Governance, oversight and delivery roles are clearly described
	Organisation type described		Reporting, financial management and any relevant risk management arrangements are outlined
	Contact person listed		
	Organisation eligibility confirmed against the <i>'Mentally Healthy Workplaces Grant Program: Guidelines'</i>	Supporting documents	
Proposal content			ABN confirmation attached
	Proposal shows alignment with the MHW Grant Program objectives and intended outcomes		Incorporation certificate or governing documents attached
	Target workers, communities, industries or settings are clearly identified		Evidence of current insurance attached
	Proposed activities, delivery approach and intended outputs are clearly described		Partnership agreements or letters of support attached, where relevant
	Proposal explains why the initiative is appropriate for the target group, industry or workplace setting		Any other requested supporting material attached
Delivery and outcomes		Final check before submission	
	Expected outcomes are clearly stated and linked to the proposed activities		Proposal is complete, clear and consistent with the <i>'Mentally Healthy Workplaces Grant Program: Guidelines'</i>
	Timeframes, milestones and responsibilities are outlined		All required attachments are included
	Collaboration, consultation or lived experience input is described where relevant		Proposal is ready to be submitted in the required format
	Proposal explains how progress and effectiveness will be monitored		
	Proposal explains how learning, resources or insights will be captured and shared where appropriate		

Submitting your proposal

Proposals must be submitted through the application portal. Supporting documents can be attached as Word or PDF documents.

Any questions regarding the application process may be directed to WHSGrants@lgirs.wa.gov.au.

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