Frequently Asked Questions (FAQs)

The following information is designed to assist you with your grant application. If you have any queries that are not covered in this document, please contact us at grants@hw.qld.gov.au

How do I apply for a grant?

Online application forms and information to assist in completing these forms are accessible from the Health and Wellbeing Qld (HWQld) Grants and Funding page of our website.

Is my organisation eligible for a grant?

There are criteria listed in the Eligibility Section of the Grant Guidelines that outline organisations eligible to apply for a grant. Examples of criteria include (but are not limited to) not-for-profit or charitable organisations that are operating within Queensland, and have been for the last 12 months, delivering services or support to the Queensland community. For further information please refer to the Eligibility section of the Grant Guidelines to determine if your organisation is eligible to apply.

Can I apply for a grant as an individual?

No, not for HWQld Community Grants. HWQld may offer specific grant schemes that may have eligibility for individuals to apply, such as PhD student, research or career enhancement opportunities that may be offered from time to time. These opportunities will be listed on the HWQld Grants and Funding page.

Can a for-profit business apply?

Please refer to the Eligibility section of the Grant Guidelines to determine whether you meet the requirements. For-profit businesses are generally not eligible, but you can consider forming a partnership with an eligible entity who would submit the application. The Australian Charities and Not-for-profit Commission website allows you to search for relevant Queensland organisations in your area, or with similar work objectives.

Can someone from HWQld help me with development of my application?

Unfortunately, no. To maintain fairness and process integrity, HWQld cannot provide applicants with individual assistance to develop their applications.

Please refer to the 'Grant Writing Hints and Tips' document for more information on applying for funding. This document is available on the HWQld Grants and Funding page.

HWQld will also host two free online forums which will be held virtually on Microsoft Teams to assist any organisations interested in applying for a HWQld Community Grant. Please refer to the 'How to Apply' section of the Grant Guidelines for details on when the forums will be held, and so you can register via the link. Each forum will include an overview of the application process, the application form and the Guidelines. Participants are encouraged to ask questions. A Q&A summary will then be published on the HWQld website so everyone has access to the same information.

If you are a small organisation, you may wish to seek guidance or mentoring from a peak body or a larger organisation in your network.

Is there a deadline for applications?

Yes. Closing times and dates are strictly enforced for each grant round. Grant applications must be submitted online by 2pm AEST on the closing date. Refer to the Grant Guidelines for Key Dates.

Is there a limit to how many applications I can submit?

Each round may have different guidelines on how many applications can be submitted. Please refer to the Grant Guidelines.

For HWQld's Community Grants, an organisation may submit up to two grant applications. However, each application must be for a different project with different goals, objectives and activities.

How much funding can we ask for?

The guidelines for each round will clearly indicate the minimum and maximum amount that can be requested in a single application.

Can we include indirect, overhead or administration costs in our grant application?

Please check the Grant Guidelines for eligible and ineligible items. Ineligible expenditure include (but are not limited to) ongoing operating expenses or 'business as usual' expenses not specifically related to the project (e.g. outgoings such as utility costs or rent; general operational wage-related costs such as administrative support; online costs such as internet connectivity; accounting or legal advice) not directly related to the proposed project. Further information is included in the Grant Guidelines.

Do I need to have project partners for my proposed application?

It is always desirable to show partnerships and community support in your application, but it is not compulsory. Please check the Grant Guidelines for the grant round for any specific requirements or relevant selection criteria.

Do you provide feedback if an application is unsuccessful?

Unsuccessful applicants may ask for feedback by emailing the HWQld Grants Team. HWQld will endeavour to provide feedback within one month of the request, however the timeframes may vary depending on the volume of requests and other contracting priorities.

What happens once I have submitted my application?

Once you have submitted your application in SmartyGrants, you will receive an automated email acknowledging your application and providing your application number.

We may contact you to request further information if required. Further information on the process is outlined in the 'How to apply' section of the guidelines, including and outline of the assessment process and notification of outcomes. The review of your application and the approval process may take a few months. The timeframes will be listed in the Guidelines.

Successful, unsuccessful and ineligible applicants will be notified via email.

Can I update or make changes to my submitted application?

Once an application has been submitted, applicants are unable to make any changes.

If you have submitted your application before the due date and believe there is new information that will be critical to your application's success, you may contact grants@hw.qld.gov.au to request your form be reopened for you to update and resubmit before the deadline.

PLEASE NOTE: HWQld cannot guarantee that requests to reopen an application form will be actioned in time during the final 48 hours leading up to the closing deadline.

Requests to reopen a form or make changes to an application after the grant round has closed cannot be actioned.

If changing circumstances require administrative updates such as changing your organisation's contact details, please contact grants@hw.qld.gov.au so that we can do this for you.

What if I have issues submitting by the grant deadline?

If the grant round is still open for submissions and you anticipate or experience exceptional circumstances beyond your control preventing you from completing and/or submitting your application before the deadline, please contact grants@hw.qld.gov.au to discuss further.

Can I withdraw my application?

If you choose to withdraw your application after submitting it in SmartyGrants, you will need to send an email requesting the withdrawal to grants@hw.qld.gov.au. In your email, please provide your application number and the name of the funding round you want to withdraw from and a short explanation.

When will we find out if our application is successful?

Please refer to the Key Dates outlined in the Grant Guidelines, indicating an approximate time when outcomes will be announced. The Grants team will endeavour to provide an exact date of outcome notification, closer to the time.

HWQld is unable to provide information on the status of individual applications during the assessment process. You will be notified of the outcome of your grant application by email.

Can I appeal the decision in relation to the outcome of a selection process?

All decisions made about funding in a HWQld selection process are final. However, you can email HWQld on info@hw.qld.gov.au if you have concerns about the administrative processes for the grant round.

Can I get help using SmartyGrants?

For technical support specifically related to *SmartyGrants*, view their Help Guide or contact the SmartyGrants technical team at service@smartygrants.com.au.

What if I have questions that are not covered in this document?

Please contact the HWQld grants team at grants@hw.qld.gov.au.

This document may be updated with further answers to new frequently asked questions that emerge.