

# Brisbane South PHN

## Health Literacy Grants Expression of Interest Application

This Expression of Interest is for community organisations seeking funding to deliver mental health literacy initiatives in the Brisbane South PHN region. Applicants should use these guidelines to confirm eligibility, understand the assessment criteria, prepare required documentation and complete the application form.

### Supporting health service navigation in our communities

Mental health literacy is about how people understand information about mental health care and how they use that information to make decisions, take action and seek support.

Research shows that 59 percent of Australians have low health literacy levels. The healthcare system can be complex, and finding your way around the best care options is not always straightforward. Health care options in the Brisbane South PHN region have recently evolved with the introduction of new models of care, including:

- [Medicare Mental Health Centres & Phones](#)

Supporting individuals to build their understanding of mental health, wellbeing and available supports remains a key priority for Brisbane South PHN. Through strengthening mental health literacy, service navigation and community awareness, Brisbane South PHN aims to empower individuals and communities to recognise mental health needs, seek appropriate support, and access the right care, at the right time, in the right place. This includes increasing awareness of available mental health and wellbeing services, reducing stigma associated with mental ill-health, promoting help-seeking behaviours, and building confidence to make informed decisions about health and wellbeing.

### Aim

Brisbane South PHN is administering Mental Health Literacy Grants of up to **\$15,000 (GST exclusive)**, to enable communities to design and lead initiatives that improve mental health literacy.

Funding is available for initiatives/programs that:

- Increase community knowledge and understanding of mental health, wellbeing and the factors that influence mental wellbeing.
- Build confidence and skills to recognise mental health challenges and support help-seeking.
- Promote mental wellbeing, resilience, social connectedness and inclusion.
- Increase awareness of local mental health and wellbeing supports and how to access them.
- Reduce stigma associated with mental ill health through community education, engagement and conversations.
- Strengthen the capacity of individuals, families, carers and communities to support mental health and wellbeing.
- Foster partnerships and community connections that contribute to positive mental health outcomes.

Brisbane South PHN will seek alignment with the [MHSPAOD strategy](#) and the [Mental Health, Suicide Prevention and Alcohol and Other Drug Joint Regional Plan](#) including:

- Responding to identified regional needs
- Aligning with the Brisbane South PHN priorities and plans
- Aligning with Brisbane South PHN Commissioning principles
- Demonstrating collaboration and co-design
- Focusing on measurable outcomes
- Supporting system integration and sustainability
- Demonstrating health access and equity

### Funding available

- Funding is available for up to **\$15,000** (GST exclusive).
- Applications may be partially funded.
- We welcome and encourage applications that demonstrate partnership, collaboration, and consortium-based approaches to strengthen service delivery and community impact.

### EOI application dates

- Applications close Friday 23 October 2026.
- EOIs will be assessed by a panel and applicants will be notified of the outcome by Wednesday 11 November 2026.

### How to apply

All applications are to be submitted to [tenders@bsphn.org.au](mailto:tenders@bsphn.org.au)

Please ensure:

- ☐ Each question of the application has been completed including the proposed budget outlining income and expenditure of the project.
- ☐ An Executive Officer, or senior delegate with appropriate authority and financial delegation has signed the declaration.

All requested documents have been attached including:

- ☐ Copies of relevant insurance Certificate of Currency statements (Public Liability, Professional Indemnity, Workcover) are sent.
- ☐ Completed New Supplier form.

Once you have applied, you will receive an email confirming receipt of the application.

Submitted applications will be kept confidential and will not be disclosed to anyone outside the application and assessment process.

### Eligibility requirements

Community organisations eligible to apply must be:

- located in Brisbane South PHN region and/or intending to deliver the Grant Program Activity to residents based in the Brisbane South PHN suburbs ([Primary Health Network location finder](#))
- a not-for-profit, community organisation, constituted incorporated body (or sponsored by such a body)
- able to accept legal and financial responsibility for the proposed Grant Program Activity subject to the grant
- able to demonstrate that their proposed Grant Program Activity will achieve the grant program objectives
- able to certify that the Applicant organisation (or sponsoring organisation) is financially sound, and that the organisation can pay its debts as and when they become due and payable.

### Evaluation criteria

Provided the eligibility criteria for making a grant application under these guidelines are satisfied, the grant application will be assessed against the following assessment criteria.

| Criteria                                      | Description                                                                                                                                                         | Weighting |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. <b>Alignment with Objectives</b>           | How well the proposed activity aligns with the grant objectives (e.g., improving health literacy, navigating health services).                                      | 20%       |
| 2. <b>Target Population Focus</b>             | Degree to which the proposal targets priority populations                                                                                                           | 20%       |
| 3. <b>Geographic Relevance</b>                | Proposal targets identified high-priority SA3 areas or postcodes within the Brisbane South PHN region.                                                              | 20%       |
| 4. <b>Innovation and Community Engagement</b> | Level of innovation in the approach and strength of proposed community engagement.                                                                                  | 20%       |
| 5. <b>Feasibility and Implementation Plan</b> | The clarity, feasibility, and sustainability of the project plan, including timeline and deliverables.                                                              | 10%       |
| 6. <b>Budget and Cost-Effectiveness</b>       | Clear and justified budget, demonstrating cost-effectiveness and efficient use of funds. (Administration costs are not to exceed 15% of the total proposed budget). | 10%       |

### Successful applicants

Grants may be provided to a wide range of community organisations, representing identified geographic areas, cultural groups, ages or networks.

If you are successful in obtaining a grant, an email will be sent to the applicant advising next steps.

You must:

- ensure that you continue to comply with these grant guidelines.
- deliver the approved project in accordance with the contents of the submitted applications approved by Brisbane South PHN for the provision of the grant.
- comply with the EOI application guidelines (this document)
- complete the final reporting by the agreed due date (report template will be provided by Brisbane South PHN).

### Key milestones:

- 16 November 2026 – grant activity commences
- 30 June 2027 – grant activity completed
- 30 July 2027 – grant activity reporting submitted to Brisbane South PHN (including an income and expenditure statement for the acquittal of the grant funds).

### Payments:

- Successful applicants will be requested to submit an invoice for the grant amount so funds may be deposited into your account.
- If your organisation is GST registered, 10% GST will be included with your grant as an itemised GST gross-up. If your organisation is not GST registered, 10% GST will be included in your grant but will not be itemised as GST (For advice on GST, please contact your tax advisor or the Australian Taxation Office on 13 24 78 or via its website).

### Enquiries

- Questions in relation to this EOI should be forwarded to [mhsaod@bsphn.org.au](mailto:mhsaod@bsphn.org.au)
- In the interest of probity and equity, all questions and responses will be provided to all applicants via email. Please be aware that any new information provided in addition to this EOI will be made available to all.
- For further information about Brisbane South PHN, please visit [www.bsphn.org.au](http://www.bsphn.org.au)

## Key information- assessment criteria

### Priority locations

Priority geographic locations have been selected based on several datasets, including top presenting postcodes to Emergency Departments for Category 4 and 5 presentations.

| SA3                     | Postcodes                                                                     |
|-------------------------|-------------------------------------------------------------------------------|
| Brisbane Inner          | 4101, 4102, 4169                                                              |
| Holland Park- Yeronga   | 4102, 4103, 4104, 4105, 4120, 4121, 4151                                      |
| Browns Plains           | 4117, 4118, 4124, 4125, 4132, 4133                                            |
| Springwood-Kingston     | 4114, 4117, 4119, 4123, 4127                                                  |
| Loganlea-Carbrook       | 4128, 4129, 4130, 4131, 4133, 4205                                            |
| Beenleigh               | 4207                                                                          |
| Forest Lake- Oxley      | 4074, 4075, 4076, 4077, 4078                                                  |
| Sherwood- Indooroopilly | 4068, 4075 (35% of this SA3 area lies within the Brisbane South PHN boundary) |
| Rocklea-Acacia Ridge    | 4106, 4108, 4110                                                              |
| Cleveland – Stradbroke  | 4157, 4160, 4163, 4164, 4165, 4183, 4184                                      |
| Carindale               | 4152, 4170, 4172                                                              |
| Mt Gravatt              | 4109, 4113, 4122, 4123, 4156                                                  |
| Beaudesert SA3          | 4275, 4285, 4287                                                              |

To find out if your suburb or postcode is in the Brisbane South PHN boundaries, please use the Primary Health Network (PHN) locator: <https://www.health.gov.au/resources/apps-and-tools/primary-health-network-locator>

### Priority populations

Priority populations have been selected based on the Brisbane South Joint Regional Needs Assessment (2025-2030) and the Brisbane South PHN after hours needs assessment (2025). Priority populations include:

- Aboriginal and/or Torres Strait Islander people
- people from culturally and linguistically diverse backgrounds
- people living with disability
- people experiencing homelessness
- women
- youth (15-24 years)
- older persons (65+ years)
- LGBTIQ+ people

While the **Joint Regional Needs Assessment** identified a number of priority populations for overall health needs, consultation for the **Mental Health, Suicide Prevention, Alcohol and Other Drug Joint Regional Plan** identified a number of population groups as having specific mental health, suicide prevention, alcohol and other drug needs that require targeted approaches:

- People living with disability/disabilities
- Carers
- Men
- Refugees
- Migrants
- Neurodivergent people
- First Nations Peoples
- People who identify as LGBTQIA+

### Examples of eligible grant activities

Efforts to improve health literacy can include targeted education campaigns, culturally sensitive communication strategies, and community engagement initiatives.

Partnership approaches are encouraged.

Examples of activities, include, but are not limited to:

- Increase community awareness, understanding of mental health, suicide prevention, alcohol and other drug services and early intervention strategies across priority populations.
- Mental health literacy education and events
- Building community leaders' knowledge of available mental health services and supports for their community
- Improving knowledge of how and where to access mental health supports and services.
- Strengthening awareness of available care pathways and local support options.
- Promoting early recognition of mental health concerns and encouraging help-seeking.
- Reducing stigma associated with mental ill-health through education and awareness activities.
- Building confidence and skills to support personal wellbeing and resilience.
- Providing culturally safe and accessible information for diverse population groups.
- Supporting community-led education, peer learning, and lived-experience sharing.
- Improving understanding of how to respond to someone experiencing distress.
- Enhancing mental health literacy among families, carers, and communities to better support people experiencing mental health challenges.
- Enhance visibility and collaboration across provider networks to deliver better health outcomes and experiences of care
- Engage actively with primary care providers to increase awareness of options (from preventative to complex needs) and encourage referrals that best align with consumer needs

|                                                                                                            |                                                                                                                                                                                                                                                                                                                                                             |                             |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>CONTACT NAME (FOR THIS APPLICATION)</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>ORGANISATION</b>                                                                                        |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>AUSTRALIAN BUSINESS NUMBER (ABN)/AUSTRALIAN COMPANY NUMBER (ACN)</b>                                    |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>CONTACT EMAIL</b>                                                                                       |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>CONTACT PHONE NUMBER</b>                                                                                |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>ROLE OF YOUR ORGANISATION</b>                                                                           |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>WEBSITE</b>                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |                             |
| <b>IS YOUR ORGANISATION OPERATING AS A NON-FOR-PROFIT?</b>                                                 | <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> No |
| <b>IS YOUR ORGANISATION REGISTERED FOR GST?</b>                                                            | <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> No |
| <b>Insurance:</b><br>Note: public liability insurance will need to be obtained for any grant to be awarded | Does your organisation hold adequate insurance for the Grant Program Activity proposed?                                                                                                                                                                                                                                                                     |                             |
|                                                                                                            | <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> No |
|                                                                                                            | If yes, provide details of your insurance and relevant copies of the following:<br>Certificate of Currency<br><input type="checkbox"/> Public Liability Insurance (\$10m)<br><input type="checkbox"/> Professional Indemnity Insurance (\$5m)<br><input type="checkbox"/> Workcover<br>Name of insurance company:<br>Sum insured:<br>Expiry date of policy: |                             |
| <b>ACKNOWLEDGEMENT OF AGREEMENT TO TERMS AND CONDITIONS</b>                                                | <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> No |

|                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Project name                                                                                                                                                                                                             |  |
| <b>CRITERIA 1 Alignment with Grant Objectives (20%)</b>                                                                                                                                                                  |  |
| <b>Project overview (200 words)</b>                                                                                                                                                                                      |  |
| Please provide a brief overview of the proposed project. Including: <ul style="list-style-type: none"><li>• <i>What are the key strategies or activities?</i></li><li>• <i>Alignment with grant priorities</i></li></ul> |  |
|                                                                                                                                                                                                                          |  |
| <b>Project objectives (200 words)</b>                                                                                                                                                                                    |  |
| <ul style="list-style-type: none"><li>• What are you trying to achieve?</li><li>• What changes do you expect to see?</li></ul>                                                                                           |  |
| When developing objectives please ensure they are – Specific, Measurable, Achievable, Realistic and Time-bound.                                                                                                          |  |
|                                                                                                                                                                                                                          |  |
| <b>CRITERIA 2 Target population focus (20%)</b>                                                                                                                                                                          |  |
| <b>Who will benefit from this project, and why? (200 words)</b>                                                                                                                                                          |  |
|                                                                                                                                                                                                                          |  |
| <b>CRITERIA 3 Geographic relevance (20%)</b>                                                                                                                                                                             |  |
| <b>Where will the project be delivered and why? (150 words)</b>                                                                                                                                                          |  |
|                                                                                                                                                                                                                          |  |
| <b>CRITERIA 4 Innovation and community engagement approach (20%)</b>                                                                                                                                                     |  |
| <b>What are the expected outputs? (200 words)</b>                                                                                                                                                                        |  |
| <ul style="list-style-type: none"><li>• What will the project produce and/or deliver?</li></ul>                                                                                                                          |  |

**Community engagement approach (200 words)**

- How will you engage community members in this project?
- What innovative methods or approaches will you use to engage the community?

**CRITERIA 5: Feasibility and implementation plan (10%)**

**Project milestones (150 words)-** including project start and finish date.

**Project stakeholders (150 words)**

- Who will be involved in delivering this project?
- Will you be working in partnership with other organisations?

**Assumptions and risks (150 words)**

- Are there any assumptions or potential risks for this project?

**Evaluation plan (150 words)**

- How will you know the project has been successful?
- What processes will you implement to capture data and insights?

*Applicants are encouraged to describe how they will measure changes in knowledge, confidence, awareness or help-seeking, using practical methods such as attendance records, participant feedback, pre- and post-activity surveys or community reflections.*

## CRITERIA 6: Budget and cost-effectiveness (10%)

Use the table below to itemise all expected project costs. Please include any grants, donations or in-kind contributions that will be used to support this project.

| Budget Line Item | Cost \$ |
|------------------|---------|
|                  |         |
|                  |         |
|                  |         |
|                  |         |
|                  |         |
|                  |         |
|                  |         |

## Authorisation and Declaration

By signing this declaration, you acknowledge and agree to the following on behalf of the applicant organisation:

- I am authorised by the organisation to submit this application.
- All questions have been answered and all requested supporting documentation has been attached.
- The information provided in the application is true and accurate.
- I certify that the organisation is financially sound; solvent and can pay its debts as and when they become due and payable.
- I acknowledge that submission and acceptance of this application is not a guarantee of any funding and that provision of funding is subject to an offer from Brisbane South PHN.
- The applicant has no conflicts of interest which may have a bearing, or be perceived to have a bearing, on the ability of the applicant to properly and impartially discharge the grant objectives.

|                        |  |
|------------------------|--|
| Signature of Declarant |  |
| Name of Declarant      |  |
| Position of Declarant  |  |
| Date                   |  |