

## Service & Program Award

Before you submit an entry for this TheMHS Award, here is everything you need to know in terms of eligibility and entry criteria for this specific category.

Explore the different aspects you need to have in mind before submitting your application and find out what our Judges will be looking for. An example of a winning entry can be found [here](#).

### Eligibility

- Minimum time of operation rule: entry must have been in operation for a minimum of 24 months before the closing date that is prior to 18th May 2020 (entries for Mental Health Promotion or Mental Illness Prevention Program or Project are exempt).
- Entries can be submitted in one category only.
- Different parts of a larger organisation may enter different categories.
- Previous winning entries can reapply after one year has elapsed (i.e., if awarded in 2020, cannot reapply until 2022) on the condition that there is evidence of significant development or change documented in the entry.
- Previous year's award winner's are not eligible to be entered.

### Entry Guidelines

Submissions must include:

#### PART A

- A Brief description of the service/program/person entered for the award (max. 150 words). This should describe the essence of your entry as to an audience or journalist. This will be used in preparing the book of Award winners and finalists should the entry be successful.
- Background description of organisation (max. 150 words). This will include the area served, demographic details, budget, funding sources, staff numbers, number of active clients, etc.

## **PART B (submitted as a PDF file)**

- **Entry Template**

All entries must use TheMHS entry template and enter information in the relevant sections to be eligible for entry.

- **Additional Information about Entry (1 x A4 page).**  
Please expand upon the brief description given in Part A.
- **Address the following Criteria (max. 10 X A4 pages).**
  1. Evidence of a significant contribution to the field of mental health on a local, state or national level.
  2. Evidence of innovation and/or recognised best practice.
  3. Evidence of participation of mental health consumers in the planning, implementation, and evaluation of mental health service delivery. Evidence of prioritising increased level of engagement and influence of consumers and where higher-level participation such as authentic co-design is highly favoured. There may be exceptions to the involvement of mental health consumers. Some entries may reasonably explain any circumstances where the involvement of mental health consumers is different or limited.
  4. Evidence of Partnerships and Linkages with all key stakeholders (collaboration for continuity between organisations).
  5. Verification and evaluation of the program's effectiveness e.g., quality improvement activity, data collection and its use including graphs and tables, achievement of performance indicators, e.g., attendance figures, outcome measures, number of document downloads, page views, click through rates.
- **Judges allocate marks to each criterion.**
- **Conclusion (1/2 x A4 page).**
- **Referees (1/2 x A4 page).**  
Nominate two referees.
- **Appendix of Support Material (max. 8 x A4 pages).**

### **Disclaimer**

- Judges reserve the right to refuse an entry if they feel that it does not meet the selection criteria as listed under "Entry Guidelines" > "Part B".
- Judges reserve the right to withdraw a TheMHS Award at any time, including after the Award is granted, if they find that the entrant does not comply with the entry conditions.

For any questions or concerns, including guidance about the most appropriate category, please email [awards@themhs.org](mailto:awards@themhs.org)