

Cerebral Palsy Lived Experience Engagement Fund

Application Guidelines

1. About the Australian and New Zealand Cerebral Palsy Strategy

The Australian and New Zealand Cerebral Palsy Strategy (the Strategy) is a [document](#) that outlines goals and priorities for the field of cerebral palsy. The Strategy aims to improve the quality of life, health and inclusion of people with cerebral palsy and was developed through wide discussion with the cerebral palsy community including people with cerebral palsy, their families and supporters, and people working in the field.

Additional resources and information can be found on the Strategy [website](#).

2. About the Lived Experience Engagement Fund (the Fund)

In 2021, funding was awarded from the [Research Foundation of Cerebral Palsy Alliance](#) to support the Strategy's goal of increasing engagement of people with cerebral palsy, their families and supporters ('consumers') in cerebral palsy-related projects. This will help to make sure that the ideas and experiences of the cerebral palsy community inform the work, and that the work is done in the best way for people with cerebral palsy and their families.

The time, knowledge and experience of members of the cerebral palsy community is critical and valuable. Consumers should therefore be paid for their involvement and out-of-pocket costs be reimbursed to reduce barriers to participation.

It is intended that the Fund will be used to support consumer engagement during the **earliest stages of a project** (i.e. deciding what to do or how to do it). This represents best-practice and is a gap that has been identified in current funding schemes that support consumer engagement. Moreover, it is expected that once project specific proposals are developed and/or a funding application is prepared, the project team will be responsible for obtaining funds to support ongoing consumer engagement in other stages of the project cycle. You will be required to select and describe the stage of the project at which that you are involving consumers when completing your application.

3. Eligibility

a. Project types

All types of projects are potentially eligible for funding. These include:

- Research
- Advocacy
- Service development/improvement/delivery
- Knowledge translation
- Other

Projects should align with the mission and goals of the Strategy.

b. Project Stage

Eligible projects are limited to those in the early stages of the project cycle, specifically Stages 1 and 2:

1. Deciding what to do
2. Deciding how to do it

c. Applicants

Applications are welcomed from any applicant who lives in Australia or New Zealand and wants to meaningfully engage consumers in cerebral palsy-related projects. This includes PhD students and those with little or no prior experience engaging consumers in their work/ projects. The applicant should be employed by or affiliated with a registered organisation e.g., hospital, university, research institute, service provider organisation, not-for-profit.

Whilst it is acknowledged that most projects will be conducted as part of a broader team, applications should be completed by one lead applicant who will be responsible for overseeing the consumer engagement in the project. This includes approval of timesheets/ expense reimbursement forms and reporting requirements. There is space in the Application Form to include information about the team environment. The lead applicant and the project team must reside in Australia or New Zealand to be eligible for funding.

4. Level of funding

Whilst there is no minimum or maximum allowable funding amount, we anticipate funding individual applications of approximately AUD\$1,500 on average.

5. Duration of funding

Consumer engagement activities proposed in the application and covered by the funds should be completed within 12 months.

6. Eligible expenditure

Funding may be used to remunerate consumers for their time spent on the project in addition to related-expenses including support worker costs, travel expenses directly related to engagement activities, and other out of pocket expenses.

Whilst project teams may look to engage with various stakeholders/ groups during development and planning (e.g., clinicians, professionals, consumers), this Fund is intended to specifically support engagement of people with cerebral palsy, their families and supporters in cerebral palsy-related projects.

7. Levels of consumer involvement and reimbursement rates

We acknowledge that there are a variety of guidelines that inform the involvement and remuneration of consumers in research and other projects. However, for the purposes of this Fund, we require applicants to use the Victorian Comprehensive Cancer Centre (VCCC) Alliance [Paying Consumers](#) to guide appropriate reimbursement based on activity. This provides clear guidance

which outlines various levels of consumer engagement with examples and corresponding remuneration rates. These should be specifically referenced in the Application Form, where indicated.

8. Identification, onboarding and supporting engaged consumers in your project

It is the responsibility of the project team to identify and engage consumers for your project. There are many resources online to guide best-practice for consumer engagement. We recommend the VCCC Alliance [Toolkit Resources](#).

9. Application procedures

a. How to apply

Applications must be submitted online using the [Qualtrics Application Form](#). A copy of the Application Form, Timesheet/Expense Claim Form, and Reporting Form can be downloaded [here](#).

Incomplete applications in Qualtrics may not be saved. We recommend completing your application offline using the downloadable word document template then pasting your answers in.

Applications can be submitted at any time and will be assessed on a rolling basis until funds are exhausted.

b. Assessment and award

Applications will be assessed by a panel. Applicants will be notified of the outcome of their application and successful applicants will receive a letter outlining the details and conditions of the funding.

c. Payment of funds

Approved funds will be paid directly to the consumer partner/s from Cerebral Palsy Alliance. This will require a completed Timesheet/Expense Claim Form signed by the Applicant. Only activities outlined in the above-mentioned approval letter will be eligible to be paid.

d. Reporting requirements

Successful applicants will be required to complete a final report at the conclusion of the project.

10. Modifications to approved applications

Any changes to the details and conditions outlined in the above-mentioned approval letter including timeframe, consumer engagement activities or levels of engagement/ remuneration must be submitted for consideration and approved by the panel before any variations can be confirmed.

11. Research Project – *A Quantitative and Qualitative Evaluation of the Cerebral Palsy Lived Experience Engagement Fund*



We are conducting a research project to evaluate the processes and outcomes of having funding available to support engagement of people with lived experience in the early-stages and design and/or decision making of CP-related projects. When you are notified of the outcome of your funding application, you will be invited to participate in this research project. Participation in the research project is voluntary. This research study has been approved by the Human Research Ethics Committee (HREC) of The University of Sydney [HREC Approval No. 2024/HE000263].

12. Contact information

Contact info@cerebralpalsystrategy.com.au with any queries.