



# Workforce Development Training Grants

## ELIGIBILITY AND APPLICATION GUIDELINES

The Network of Alcohol and other Drugs Agencies (NADA) Workforce Development (WFD) Training Grants provide an opportunity for NADA members to access financial support to participate in individual and group training. Application rounds are open twice a year for training activities held between **January and June**, and between **July and December**.

The program is highly competitive. Applications received often value more than twice the available grant funds.

To ensure ongoing access and equity of grant allocation, the following eligibility criteria and guidelines are in place. Please read the information below before submitting an application.

### Eligibility

You are eligible to apply for a WFD training grant if:

- Your program/service is a current financial member of NADA,
- You are working directly with clients in a front-line role,
- The course you have selected will directly improve client outcomes, and
- Your manager has endorsed your attendance at the training.

### Grant allocation limitations

- Only one grant per individual/or one group training grant application per NADA member will be considered. There is no limit to the number of individual applications per organisation.
- Due to the popularity of the grants program NADA may offer you a **partial grant** rather than approve the full amount claimed.
- The training applied for cannot be part of induction or core training requirements at your service.
- The training must be provided by an agency/trainer that is external to your organisation.

- The training applied for cannot be related to fulfilling Quality Improvement (QI) requirements (e.g. fire warden, first aid or WHS training).

## Priority applicants

Your application will be prioritised if you meet one, or more, of the following criteria:

- You have not previously, or recently (last 12 months), received a WFD Training Grant.
- Your application relates to support to attend a drug and alcohol related certificate or diploma level course.
- You work in a rural or remote service with limited access to training.
- You work in an Aboriginal community controlled service.
- Your application relates to group/in-house training.

## Funding reimbursement limitations

The WFD Training Grants Program is a reimbursement grant program. This means successful applicants are reimbursed for the approved amount of funding following the training activity. The reimbursements are capped for individual and group applicants.

## Individual applicants

- Training course cost reimbursements are **capped at \$450 (GST exclusive)**
- Travel and accommodation expenses are available if the training is more than 100km from your workplace.
  - Travel by car is reimbursed at **\$0.57 per km**. The reimbursement for vehicle use is capped at **\$150 (GST exclusive)** for a return trip.
  - Travel by air is considered based on economy/budget airline costs.
  - Accommodation is reimbursed at a maximum of **\$110 (GST exclusive)** per night in rural/remote areas and **\$160 (GST exclusive)** per night in metropolitan/regional areas (greater metropolitan Sydney, Newcastle and Wollongong).
  - One night accommodation per day of training is eligible for reimbursement (unless additional need is demonstrated and approved).
  - If eligible for travel and accommodation, total reimbursement (including course costs and travel and accommodation) under the grant program is capped at **\$800 (GST exclusive)** (the \$450 (GST exclusive) cap for course costs still applies).

- **Costs not considered:**
  - Backfill/wages and meal allowances are not considered for reimbursement.
  - Taxis and airport transfers are not eligible for reimbursement.
  - Attendance at Conferences will not be approved. If you have been accepted to present a paper or workshop at a Conference and would like to apply for support to attend please consider applying for a [NADA Conference Support Grant](#) (program open all year-round).

## Group applicants

- Group training reimbursements are capped **at \$4000 (GST exclusive)**.
- Training expenses considered include:
  - Consultant/trainer fees
  - Consultant/trainer travel fees
  - Consultant/trainer meal allowances
- Costs not eligible for reimbursement:
  - Catering for participants
  - Venue hire

## How to apply

1. Complete the WFD Training Grant 2016 Application Form (see the [NADA Training Grants webpage](#) and **attach a course description**).
2. Submit your application via email to [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au) within the allocated timeframe.

## How you are notified of the grant outcome

The NADA WFD Training Grants panel meet within five days of the application round closing to review the applications and allocate funding. NADA will notify you, and the manager listed on your application, of the outcome of your application via email. If you have been awarded a grant under the program, **please formally accept your grant via email by replying to the email containing your offer.**

## What to do if you are successful

If your application is successful:

- Formally accept your offer via email by replying to the email containing your offer.

- Ensure you have registered and paid for the course.
  - Notify NADA as soon as possible if the course is cancelled, dates are altered or if you can no longer attend the course.
  - If you received a **partial grant**, and you are unable to cover the remainder of the costs, please notify NADA as soon as possible.
  - **After completing** the training and within the timeframe noted on your decision letter, you need to submit:
    - A [Member Grant Reimbursement Application](#) form
    - An itemised tax invoice from your organisation to NADA. This tax invoice must include:
      1. A valid ABN
      2. Itemised expenses (identifying GST). All grants awarded are GST exclusive. This means that **if** you have paid GST in relation to any of the expenses claimed under the grant, you can claim back the GST paid. For instance, if your course cost \$500 + \$50 GST = \$550 (including GST), and your grant was for \$450, you can invoice NADA for \$450 + \$45 GST = \$495 (including GST). If your expenses did not incur GST, then you cannot claim GST expenses from NADA.
      3. The funds claimed must not exceed the amount approved under the grant program.
- Copies of **receipts of your payment (i.e. with a balance shown owing of \$0.00)** of course related expenses. Unpaid invoices from training providers/travel providers to your organisation are not sufficient proof of payment.

## How your organisation will be reimbursed

Your organisation will be reimbursed via EFT on receipt of the above mentioned paperwork (refer to *what to do if you are successful*). **Payment cannot be made to individuals** – only to NADA member organisations.

## Cancellations and unused grants

If a course is cancelled, or an applicant is unable to attend the approved training within the grant round timeframe (January - June or July - December), the applicant must inform NADA as soon as possible. NADA may be able to assist you to re-allocate your grant to assist training within the approved time frame. If training cannot occur within the approved timeframe you will need to re-apply for the grant in the following round.

NADA is unable to reimburse any course related expenses if the course has not been attended.

Grants are not transferable to another person, or to any other training course, unless NADA receive a request in writing from the applicant, and this request is then approved in writing by NADA.

NADA is not responsible for any course cancellations or rescheduling by external training organisations and is unable to act on behalf of applicants for training session registration, travel or accommodation booking.

## For more information

For more information on WFD Training Grants:

Email [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au) or go to the NADA website at [www.nada.org.au](http://www.nada.org.au).

The following information can be found on the NADA website:

- WFD Training Grant Application Form
- WFD Training Grant Frequently Asked Questions
- Member Grant Reimbursement Form
- Online Training Directory linking you to a range of training providers in NSW (this is not an exhaustive list).