

## Conference Support Grant Program

### Eligibility and Application Guidelines

The Network of Alcohol and other Drugs Agencies (NADA) Conference Support Grant's Program provides the opportunity for NADA to support our member organisations to present their research and initiatives at conferences Australia-wide. The grants program is open all year-round, and is subject to the availability of NADA funds.

#### Eligibility

You are eligible to apply for a NADA Conference Support Grant if the following conditions are met:

- Your agency a current financial member of NADA
- The conference or presentation is related to the Alcohol and Other Drugs sector
- You have been accepted to present a conference paper or workshop
- The conference is being held in Australia.
- Your manager has approved your participation in the Conference.

#### Funding Sought

Maximum reimbursement for individual conference support is up to, but **will not exceed, \$800.00** (excl. GST).

Funding sought for conference support may include conference registration, travel and accommodation.

Funding **will not cover** conference extras e.g. Conference dinner, pre/post conference workshops / events or meals.

#### Travel and Accommodation Expenses

Travel and accommodation expenses are available if the conference 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 (excl. GST) for a return trip.
- Travel by air is considered based on economy/budget airline costs.
- Accommodation is reimbursed at a maximum of \$110 (GST excl.) per night in rural/remote areas and \$160 (GST excl.) 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).

**Costs not considered:** Backfill/wages and meal allowances are not considered for reimbursement. Taxis and airport transfers are not eligible for reimbursement.

#### How do I apply?

- On acceptance of your abstract, complete the Conference Support Application Form **and** attach your abstract and a copy of the conference acceptance notice.
- Submit your application to the Workforce Development Team at NADA via [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au).

#### How will I know if I am successful and how do I claim the funding?

NADA will notify you, and the manager listed on your application form by email if your application has

been successful. It is the applicant's responsibility to register for the conference and arrange travel/accommodation.

If approved this grant will be paid out as a reimbursement after the event. After you have attended the Conference, a [Member Grant Reimbursement Form](#) will be required along with:

- 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 conference registration cost \$500 + \$50 GST = \$550, and your grant was for \$450, you can invoice NADA for \$450 + \$45 GST = \$495.
  3. The funds claimed must not exceed the amount approved under the grant program.
- Copies of receipts of your payment of conference related expenses. Unpaid invoices from conference providers/travel providers to your organisation are not sufficient proof of payment.

Your organisation will be reimbursed via EFT on receipt of the above mentioned paperwork. Payment cannot be made to individuals.

### **Cancellations and unused grants**

If a conference is cancelled, or an applicant is unable to attend the approved conference the applicant must inform NADA as soon as possible.

Please note that NADA is unable to reimburse any conference related expenses if the conference has not been attended.

Grants are not transferable to another person, or to any other conference, 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 conference cancellations or rescheduling by external organisations and is unable to act on behalf of applicants for conference registration, travel or accommodation bookings.

### **For more information:**

Email [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au) or visit the [NADA website](#).