

# Online Training Grants

## ELIGIBILITY AND APPLICATION GUIDELINES

The Network of Alcohol and other Drugs Agencies (NADA) Online Training Grants provide an opportunity for NADA members to access financial support to participate in individual and group online training. The application round has been provided in response to the restrictions on gatherings brought on by the covid-19 pandemic. The funding for online training activities is for any eligible training held between **May and October 2020**.

The grants programs NADA delivers are 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 an online 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.
- Group training is defined as registrations of 3 or more staff members to the same online course.
- 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 Workforce Development (WFD) Training Grant.
- Your application relates to support in attending 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

Just like the WFD Training Grants Program, the online 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 the following applicants:

### Individual applicants

- Training course cost reimbursements are **capped at \$450 (GST exclusive)**
- **Costs not eligible for reimbursement:**
  - Backfill/wages and meal allowances are not considered for reimbursement.

### Group applicants

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

## How to apply

1. Complete the Online Training Grant 2020 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 Online 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 complete 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, such as unpaid invoices from training providers to your organisation are not sufficient proof of payment.
    4. Attach a Certificate of Completion provided by the course provider.

## 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, extensions and unused grants

If a course is cancelled, or an applicant is unable to attend the approved training within the grant round timeframe (May-October 2020), the applicant must inform NADA as soon as possible. NADA may be able to assist to re-allocate the grant to assist training within the approved timeframe.

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

Grants are not transferable to another person, or to any other training course, unless NADA receives 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.

## 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).