NGO SERVICE DEVELOPMENT GRANT PROGRAM
GUIDELINES FOR APPLICANTS

1. ABOUT THE GRANTS

The Network of Alcohol and Other Drugs Agencies (NADA) invites Non-Government Alcohol and Other Drug (AOD) organisations, who are funded by NSW Health to provide AOD treatment services in NSW, to apply for funding under the NGO Service Development Grant Program: Round 2. The program has been devised for eligible organisations to undertake short-term projects that will support increased service capacity in regard to access, equity and safety for people seeking and engaging in AOD treatment.

These one-off grants of up to **$60,000 ex GST** for individual organisation projects and **$100,000 ex GST** for collaborative projects have been made available by the NSW Ministry of Health. The total funding pool available is $475,000.

1.1. Governance

The NGO Service Development Grant (NGO SDG) Program is a collaborative project between NADA and the Ministry of Health. NADA will auspice the funds and administer the Program, guided by a funding contract with the Ministry of Health.

1.2. Background

The NGO SDG 2020 Program has been established to support Non-Government AOD treatment services to:

i.   focus on improving access and equity regarding a specific target population (**Stream 1**); and,
ii. improve the safety while in, AOD treatment (**Stream 2**).

Project activities related to the two funding streams should be underpinned by seven principles of practice which support AOD treatment services to deliver person-centred, safe and high-quality delivery of AOD treatment. Furthermore, these funding streams align with the NADA Capability Framework for AOD employees in the NSW specialist AOD treatment sector.

1.3. Purpose

The NGO SDG Program provides an opportunity for NGOs funded by NSW Health to undertake innovative short-term projects that will support the delivery of person-centred, safe and high-quality AOD treatment services.

1.3.1. Grant streams

Applicants will be asked to identify one stream that their project primarily aligns with.

Stream 1: Focus on improving access and equity regarding a specific target population

Organisations seeking funding should define a specific project that seeks to improve the access and equitable treatment of a specific target population. The application should demonstrate the specific needs of the identified target population and how the intended project will improve access to the service, and the equitable treatment of the specific population while engaged by the service. Project details should take into consideration and align with core clinical care standards, as well as consider one or more of the following:

1. Improvement in staff understanding of the specific needs of a identified target population and implementation of service changes to respond to these needs
2. Addressing issues of stigma and discrimination which effect the experience of, or access to, treatment by a specific treatment population
3. Implementing links and improving genuine partnerships with community supports and services that have a speciality in the care of the identified target population
4. Actively sharing organisational/clinical expertise with specific target population providers to enhance their capacity to respond to AOD needs in their own communities
5. Improvements to access and retention in treatment for an identified target population by your organisation

Stream 2: Improve the safety of clients while in, AOD treatment

Organisations seeking funding should define a specific issue/problem related to client safety for people accessing, entering and/or exiting from treatment. Project details should take into consideration and align with the core clinical care standards, as well as consider one or more of the following:

1. Addressing clinical process gaps that ensure client safety while waiting for treatment
2. Improvements to organisational responses to clinical incidents
3. Improvements to risk identification, response and monitoring
4. Improving client safety outcomes with regard to transfer of care
5. Increasing linkages with other primary health service providers to ensure continuity of care and client safety

1.3.2. Principles of AOD treatment practice

The following seven principles of practice support AOD treatment services to deliver person-centred, safe and high-quality delivery of AOD treatment. These principles of practice must be reflected in all project proposals under the NGO SDG Program.

PRINCIPLE	PRACTICE
Principle 1 *Services are person-centred*	Services are provided within a trusted, inclusive and respectful culture that values and promotes a beneficial partnership between patients, their significant others and staff. The service respects diversity and is responsive to patients' needs and values. The experience of patients and their families is reflected in the service system.
Principle 2 *Services are safe*	Services are continuously improving outcomes by giving regard to the physical, psychosocial and cultural well-being of all patients, and minimising the risk of harm.
Principle 3 *Services are accessible and timely*	The service system is visible, accessible from multiple points of entry, equitable and timely. Patients experience care as welcoming, accepting, non-judgemental and responsive to their needs.
Principle 4 *Services are effective*	Services are holistic, evidence-based and supported by NSW Health endorsed standards, policies and guidelines. The service system attends to the diverse medical, psychological and social needs of patients. The continuum of care is integrated across NSW Health, primary care and non-government organisations to reduce fragmentation and optimise outcomes.
Principle 5 *Services are appropriate*	The service system provides a range of approaches to meet the diverse needs of patients. The experience of patients and their significant others is reflected in the service system. Patients are informed about and engaged in influencing, services, treatment and options in a clear and open way. The right evidence-based care is provided by the right providers to the right person, in the right place and at the right time, resulting in optimal quality care.
Principle 6 *Services use their resources efficiently*	Services maximise the use of available resources to deliver sustainable, high quality care. Services ensure close alignment and integration across services and sectors to avoid duplication or omission of service.
Principle 7 *Services are delivered by a qualified workforce*	The workforce has the requisite skills, knowledge, values and attitudes to respond to patients' needs, and a capability and willingness to work across disciplines and sectors.

1.3.3. Learning dissemination

The NGO SDG Program projects and outcomes will be disseminated to other NSW treatment providers for shared learning and service improvement. As part of the grant application process, organisations seeking funding are required to outline suitable and creative ways of communicating and sharing the project, including what the project aimed to achieve, implementation processes, challenges, findings and learnings. Examples of dissemination strategies may include conference and forum presentations, published articles, newsletter communications etc, and intra and cross agency training based on project learnings.

1.4. Funding available

One-off program grants are available of up to **$60,000 ex GST** for individual organisation applications and **$100,000 ex GST** for collaborations between two or more organisations, from a total funding pool of $475,000.

Funding may be used for costs associated with reviewing, planning and implementing workforce development, clinical informatics and workflow practice change. Funding <u>cannot</u> be used for capital works, general maintenance costs, general telephone/communication systems (unless integral to the practice change), basic office equipment (such as desks and chairs), rent and the cost of utilities.

1.5. Project timelines

Please see table below for NGO SDG Program timelines. Please note that these are one-off grants for short-term projects (i.e. projects that take up to 6 months to complete).

Note: Due to the COVID-19 pandemic, the following dates have been revised (16 March 2020)

Date	Milestone
10 February 2020	Grant Expressions of Interest (EOI) Open
20 April 2020 ~~23 March 2020~~	Grant Expressions of Interest (EOI) Close at 5pm
21-24 April 2020 ~~24-26 March 2020~~	Grant selection Panel convened, and grant allocation determined
1 May 2020 ~~15 April 2020~~	Applicants notified of application outcomes Contracts finalised and 90% of funds transferred to grant recipients
May 2020 ~~April 2020~~	Projects commence
14 December 2020 ~~30 October 2020~~	Projects finalised Final Reports due 10% of funds transferred to grant recipients on receipt and acceptance of final reports (this includes financial reporting).

2. APPLICATION PROCESS

2.1 Grant Application

The application process will involve the submission of a grant application which will be reviewed by the Selection Panel. Applications will only be assessed if the organisation meets the eligibility and selection criteria in their grant application.

Organisations can submit multiple applications, however only one individual grant and/or one partnership grant will be awarded per organisation, if successful.

The Selection Panel will include a person with AOD lived experience and representatives from the NSW Ministry of Health, NADA, and a NSW local health district.

2.1.1. Submitting applications

Applications must be submitted using the NGO Service Development Grant Program **Application Form** and emailed to dejay@nada.org.au.

The closing date for applications is ~~5pm, Monday 23 March 2020~~ **5pm, Monday 20 April 2020.**
Note: Due to the COVID-19 pandemic, the closing date was revised (16 March 2020)

Applicants will receive a confirmation email upon receipt of the Grant Application. If a confirmation email is not received within 2 business days of submission, contact the NADA NGO SDG Program Officer, Dejay Toborek on ph. 02 8113 1324.

3. SELECTION PROCESS

3.1 Eligibility criteria

To be eligible for the Program the applying organisation must be:

i. <u>A registered non-government organisation that is categorised as one of the following:</u>
    - Association incorporated under NSW or ACT Association or Incorporation Acts.
    - Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.
    - Organisation established through specific Commonwealth or State/Territory legislation.
    - Company incorporated under the *Corporations Act 2001* (Cth).

AND

ii. <u>Currently funded by NSW Health to provide AOD treatment service/s in NSW.</u>

Please note: Organisations funded by NSW Health only to provide AOD services other than treatment are not eligible for this Program. To clarify whether your organisation is **currently funded by NSW Health** to provide AOD treatment services (withdrawal management, psychosocial

counselling, residential treatment and/or day programs) - please contact Dejay Toborek on ph. 02 8113 1324.

3.3. Application criteria

Applications will only be assessed if all application fields are completed (see below).

KEY COMPONENT	DETAILS REQUIRED FROM APPLICANT
Eligibility of applicant	Evidence supporting organisation status as eligible to apply, i.e.: ▪ Certificate of registration <u>as a registered non-government organisation</u> ▪ Brief outline of NSW Health AOD treatment funding arrangements (max. 50 words), i.e. funded through 3 agreements to provide residential rehabilitation and day rehabilitation.
Eligibility for assessment	Application fulfils eligibility for assessment criteria, i.e.: ▪ Application is received on time ▪ Organisation meets the eligibility criteria ▪ **All** application fields are completed
Application type	Identification of whether the organisation is applying as either an individual organisation or in partnership with one or more organisation/s. (For example: another NGO, a Local Health District etc)
Details of partnership *Only applicable for partnership applications.*	Details of partner organisation/s including key contact names and positions, roles and contribution to the project, and governance arrangements.
Project setting	Identify and describe where the project will be undertaken (projects must be undertaken in an AOD treatment setting in NSW) and whether the treatment setting is regional, metropolitan or remote.
Grant stream	Identification of the grant stream that the project primarily relates to. i.e.: **Stream 1**: Focus on improving access and equity regarding a specific target population **OR Stream 2:** Improve the safety of clients while in, AOD treatment

3.4. Selection criteria

Applications will be assessed against the following selection criteria.

KEY COMPONENT		DETAILS REQUIRED FROM APPLICANT
Project design	Problem identification	Clear outline of the specific problem/opportunity that the project aims to address.
	Project aims	Clear outline of the overarching aim of the project. i.e. A broad statement about the long-term outcome or change that the project seeks to achieve.
	Project objectives	Clear outline of the specific objectives of the project. i.e. The short - and/or medium-term outcomes or changes that the project seeks to achieve within the project timeframe. Including how the project objectives address the specific problem/opportunity that you have identified.
	Project methods and approach	Description of how the project will be carried out, including a rationale for this method.
	Project scope	Clear outline of the proposed scope of application of the project, including the geographic and service reach of the project, what is to be included and excluded, the number of sites or setting(s), the workforce the project applies to.
Relevance and Impact	Outcomes	Description of the expected outcomes of the project. i.e. the changes or results that are achieved as a result of project implementation.
	Alignment to grant stream	Description of how the project aligns with the relevant grant stream i.e. to focus on improving access and equity regarding a specific target population (Stream 1) OR improve the client safety while in, AOD treatment (Stream 2).
	Sector-wide applicability	Description of relevance and potential applicability to the NSW AOD treatment sector broadly.
	Principles of AOD treatment practice	Outline of how the principles of practice are considered and applied to achieve outcomes.
Implementation	Project budget (ex. GST)	Appropriate description of the total amount requested excluding GST, and the cost breakdown of funds requested excluding GST. Applications will be assessed with consideration to value for money and line item costs quoted. *Funding cannot be used for capital works, general maintenance costs, general telephone/communication systems (unless integral to the practice change), basic office equipment (such as desks and chairs), rent and the cost of utilities.*
	Project timeline	Outline of the key project milestones against timeframes
	Organisational capacity	Outline of governance and support structures in place to manage and implement the project, including process for identifying and managing specific project risk/s.
Evaluation	Evaluation plan	Outline of how the project's outcomes will be measured and evaluated against the objectives.

Dissemination	Findings and learning dissemination	Outline of suitable and creative ways of communicating and sharing findings and learnings from the project with the AOD treatment sector.

4. KEY CONTACTS

For questions about the application process please contact Dejay Toborek, NADA Events & Grants Administration Officer at dejay@nada.org.au or on 02 8113 1324.

The NSW Ministry of Health has contracted NADA to administer the NGO SDG Program. For any questions related to this funded program, please contact Dr Fadil Pedic, Manager, Strategic Research & Evaluation, AoDS, for the Clinical Safety & Quality, Centre for Population Health at fadil.pedic@health.nsw.gov.au or on (02) 9461 7639.

Please note that in the interest of equity all questions received about the NGO SDG Program will be logged in the **FAQ document** and made available to any interested party through the NADA website www.nada.org.au.