

NGO Service Development Grants – Round 2

GUIDELINES FOR APPLICANTS

ABOUT THE GRANTS

One-off grants are available for costs related to information technology, refurbishment, amenity upgrades, and equipment that will support organisations to meet the key objectives of the [NSW Health Future Health report](#) and enable alignment with the needs identified from The Special Commission of Inquiry into the Drug Ice (the Ice Inquiry).

Applications for these grants are open current financial members of the Network of Alcohol and Other Drugs Agencies (NADA) and/or non-government organisations that receive government funding (NSW or Commonwealth) to provide alcohol and other drugs (AOD) prevention, harm reduction and/or treatment services in NSW.

The grants are competitive.

Background

The Ice Inquiry identified the need to improve AOD service access, data collection and reporting, and culturally safe services for priority populations. These findings are consistent with AOD sector reports that indicate significant challenges in delivering services from facilities that are ageing, in need of maintenance or not fit-for-purpose, and that NSW Health funding provides for direct operations and not capital, information technology, maintenance, or refurbishment costs.

The Network of Alcohol and Other Drugs Agencies (NADA) is leading the development and operation of a collaborative non-government organisation (NGO) grant program between the NADA and NSW Health. The funding for the NGO Service Development Grants – Round 2 is an initiative from the Ice Inquiry. NADA will auspice the funds and administer the NGO Service Development Grants Program, guided by a funding contract with NSW Health.

Objectives

The primary objective of the NGO Service Development Grant Program is to enable NSW AOD services to improve their operations and amenities to better respond to the current demand for AOD services and future care needs of people seeking AOD support. This improvement in infrastructure should deliver benefit to people accessing AOD services in NSW.

The NGO Service Development Grants therefore aim to:

- Build the capacity of AOD services in NSW to be in a sustainable position to effectively deliver services
- Support the delivery of positive outcomes and experiences for people accessing the service/s
- Increase access to AOD services
- Support an environment to deliver services that are culturally safe, trauma-informed and family inclusive
- Support technology development that improves the operations of the service / contemporary practice

Grant scope

The purpose of this grants program is to support organisations to upgrade existing infrastructure at service locations / sites throughout NSW. Infrastructure upgrades can range from upgrading IT to installing solar panels to creating spaces that are more trauma informed (see inclusions in [Funding Available](#)). All projects must have a limited time scope. Furthermore, these grants are not intended to be utilised as part of a much bigger funding pool for long-term development projects.

The intention of funding these infrastructure projects is to lead to improvements for people that access the services for AOD prevention, harm reduction and/or treatment services. Grant funds will not be awarded for projects that address staff comfort needs only (for example).

Eligibility criteria

- The organisation applying must be a current financial member of NADA and/or an NGO that receives government funding (NSW or Commonwealth) to provide AOD prevention, harm reduction and/or treatment services in NSW
- The service location where the grant funds will be utilised is within NSW
- The application is received on time (by 5pm on 13th of December), and
- All relevant fields of the application form have been completed. Incomplete application forms may not be assessed

Previous applications for the NGO Service Development Grants

Previous applicants of the NGO Service Development Grants are eligible to apply for the NGO Service Development Grants – Round 2. Successful applicants can reapply for infrastructure upgrades at the same or different service locations. Unsuccessful applicants are also able to apply if they meet the current eligibility criteria. However, to ensure an equitable distribution of funds, organisations / service locations that were not successful in the last grant round or who have not previously applied may be prioritised over those who were successful in the NGO Service Development Grants earlier in 2023 (see [Priority Applications](#) below).

New service eligibility

Services that received funding to provide AOD prevention, harm reduction and/or treatment services from the recent NSW Ministry of Health grants are eligible to apply for these grants. The intention of the grants remains the same in that these are infrastructure grants for services in need of refurbishment, maintenance and/or amenity upgrades however services that have been recently funded may apply to utilise the funds to refurbish a new service location, for example.

Project timelines

Date	Milestone
8 th of November 2023	Applications open
13 th of December 2023	Applications close
February 2024	Selection Committee meets
February 2024	Applicants are notified of the outcome of their application Grant agreements finalised (if applicable) Projects commence
June 2024	Mid-project report due (if applicable)
November 2024	Final reports due (if applicable)
November 2024	Projects complete*

* Please note, the funding is earmarked for completion by November 2024, however it is acknowledged that building and infrastructure changes can take longer than planned. Any changes will need to be discussed with NADA and will be considered on a case-by-case basis.

Funding available

A total funding pool of **\$2,088,000** is available for the NGO Service Development Grants – Round 2.

Funding is available in three (3) categories, each with a different maximum amount of funds available (see the table below).

Grants	Grant amounts	Purpose
Category 1	Up to \$25,000 ex GST	Minor equipment, furniture and furnishings, etc
Category 2	Between \$25,000 ex GST and \$100,000 ex GST	Equipment, repairs and small infrastructure
Category 3	Between \$100,000 ex GST and \$300,000 ex GST	Major repairs or new development
Total	\$2,088,000	

NGO Service Development grants can be used for:

- Infrastructure costs for services sites / locations in NSW including but not limited to:
 - Basic office equipment such as computers, telephone systems, office chairs etc
 - Furniture and furnishings such as chairs, tables, couches, bedding etc for client use
 - Telephone, communication and internet systems and/or improvements
 - Major or minor repairs to existing buildings
 - New structural developments. For example, upgrading an outdoor space to make it sun-safe
 - Purchase of vehicles for the transporting of people accessing the service
 - Staff coordination costs (for larger grant amounts)
- Infrastructure costs at service sites that are not owned by the organisation but where AOD prevention, harm reduction and/or treatment services are provided. Evidence of a continuing lease and owner approval may be requested by NADA

NGO Service Development funds do not cover:

- Staffing costs to deliver AOD services
- Accreditation fees
- Cars for staff use
- Rent for premises
- Cost of utilities
- Works that have been started, have been completed or are due for completion during the application and/or assessment period and any associated costs that have been pre-paid before the applicant has been awarded the NGO Service Development Grant – Round 2
- Projects that are so large in scale that these funds will be used as part of a pool of funds
- Projects that are not able to be completed within the timeframes and/or that do not have the necessary permissions to be completed within the timeframes noted above
- Services within an organisation that meet the eligibility criteria but are not directly related to the provision of the AOD services, e.g. head office spaces or other service sites / locations within the organisation that do not directly receive funding to provide AOD prevention, harm reduction and/or treatment services

Grant funds distribution timeframes

Category one (1) grants:

- To be paid upfront after successful application process

Category two (2) and three (3) grants

- Will be paid in instalments after a signed Grant Agreement has been returned
- The flow of monies will be dependent on the nature of the funded project

Priority applications

All applications will be assessed following the [Application Process](#) below. To ensure the equitable distribution of funds to organisations and geographical areas, the Selection Committee may consider the following areas for prioritisation:

- Organisations that are small to medium in size (defined by the amount of AOD funding received per annum)
- Services located in regional and rural NSW (defined by the Local Health District definition found on the [NSW Health website](#))
- Service sites / locations who did not receive funds from the previous NGO Service Development Grants in 2023. Further, service locations that received a category 1 grant in the previous grant NGO Service Development Grants will be prioritised over those who received either a category 2 or 3 grant.

APPLICATION PROCESS

Applications for the NGO Service Development Grants – Round 2 will be open for five (5) weeks.

All applications must be submitted via email to sectordevelopment@nada.org.au by the closing date (13th of December at 5pm). Applications must be complete and signed by the CEO, or appropriate senior management, to be eligible for consideration for the NGO Service Development Grants – Round 2. We want to make the process as easy as possible for applicants, please remain within the word limits provided.

The application selection criteria are described below in '[Assessment of the Application](#)'. Applicants should demonstrate how the proposed project will meet the objectives of the Grant program in their responses to the Selection Criteria.

To support the application, organisations are encouraged to obtain quotes for the proposed project, where possible. These quotes should show an indicative price for the works proposed in the application. Photos and other supporting documents will also be considered in the application process.

Important things to note regarding the application process:

- If the organisation has multiple sites and if the identified service need at each site is similar, the organisation should submit one application, noting the total cost across all sites and cost per site in the budget section of the application. However, if the sites of the same organisation have different service needs, an application per service site must be submitted.
- It is possible for multiple services / service locations from one organisation to apply separately and be awarded grants for each service.
- If an organisation wishes to apply for multiple yet different upgrades at the same service location it is possible to apply once if the total amount is less than \$300,000 ex GST. It is also possible to apply separately, however only one application per service site will be awarded. If the total amount is more than \$300,000 ex GST then separate applications will need to be submitted and only one may be successful.

- There is no limit to the number of applications submitted from one organisation or service location however only one grant will be awarded per service site / location.
- If the project requires more funds than the maximum \$300,000 ex GST offered through this grant program, it is possible for the organisation to source funds from alternate sources, however, these will need to be in place before applying for the NGO Service Development Grants – Round 2. That is, applications cannot be based on future potential funds.
- Applicants need to complete the relevant application form for the amount of money being requested. If the application form filled out does not match with the amount requested, NADA reserves the right to reject the application or ask for a revision to the application.

ASSESSMENT OF THE APPLICATION

Once the application has been submitted, it will be screened for eligibility against the stated criteria. If assessed as eligible, the application will be sent to the Selection Committee for review against the selection criteria specified below.

Each application will be assessed on merit and scored according to a pre-determined rating scale by the Selection Committee convened for the NGO Service Development Grants – Round 2.

The Selection Committee will include representatives from NSW Health, NADA and two independent assessors from organisations outside NSW. There will also be an independent probity observer and the Secretariat at all meetings.

The Selection Committee will independently score all applications. After all individual scores are recorded, the Selection Committee will meet to discuss all applications and finalise the outcome of each application.

The Selection Committee will also consider the proposed budget for each application and whether the budget is considered value for money. To ensure the equitable distribution of funds and/or to ensure that the probity principle of value for money is adhered to, NADA reserves the right to offer the applicant a revised budget where an application is considered of merit but enough funds are either not available or the value for money principle has not been satisfied. In this instance, the applicant will be contacted by the Secretariat to discuss a potential revised budget. The applicant can either accept, negotiate or reject the new budget. If the applicant accepts the revised budget, the Selection Committee can either agree or disagree to recommend the application for funding.

Once the Selection Committee has met and discussed all applications submitted, a list of recommended applicants will be sent to a final approver, independent of the assessment process, for final confirmation of funding.

Selection criteria

Applications will be assessed against the following selection criteria.

Category one (1) grants (up to \$25,000 ex GST)

Question	Response should demonstrate	Word count
<i>Project overview</i> : a brief overview of the proposed project including background and scope	A clear project and appropriate overview with particular emphasis on the background and scope	Maximum 200
<i>Project timeline</i>	The timeline is appropriate and considers the particulars of the project	N/A
<p><i>What are the identified service need/s?</i></p> <p>This section should:</p> <ul style="list-style-type: none"> Identify what infrastructure and/or equipment needs upgrading The condition of the existing infrastructure and/or equipment and the implications for service delivery if it were to stay the same 	<ul style="list-style-type: none"> A concise yet understandable description of the current conditions and functionality issues at the service The service need is clearly identified and understandable An appropriate explanation of why the service needs this identified improvement to the infrastructure 	Maximum 200
<p><i>What is the anticipated benefit of undertaking this project to the service?</i></p> <p>This section should address how the project will:</p> <ul style="list-style-type: none"> Build the capacity of AOD services in NSW to be in a sustainable position to effectively deliver services Support the delivery of positive outcomes and experiences for people accessing the service Increase access to AOD services Support an environment to deliver services that are culturally safe, trauma-informed and family inclusive Support technology development that improves the operations of the service/contemporary practice 	<ul style="list-style-type: none"> The anticipated benefits address the aims of the NGO Service Development Grants There is a demonstratable service benefit from undertaking this project 	Maximum 200
<i>Budget</i>	<ul style="list-style-type: none"> Costs are clear, itemised and seem reasonable All funds requested are in scope 	N/A

Category two (2) (between \$25,000 ex GST to \$100,000 ex GST) and Category three (3) grants (between \$100,000 ex GST to \$300,000 ex GST)

Question	Response should demonstrate	Word count
<i>Project overview:</i> A brief overview of the proposed project including background, location and scope	A clear project and appropriate overview with particular emphasis on the background and scope	Maximum 200
<p><i>What are the identified service need/s?</i></p> <p>This section should:</p> <ul style="list-style-type: none"> • Identify what infrastructure and/or equipment needs upgrading • The condition of the existing infrastructure and/or equipment and the implications for service delivery if it were to stay the same 	<ul style="list-style-type: none"> • A concise yet understandable description of the current conditions and functionality issues at the service • The service need is clearly identified and understandable • An appropriate explanation of why the service needs this identified improvement to the infrastructure 	Maximum 200
<p><i>Describe the preferred options/s to address the service need.</i></p> <p>Provide a description under each of the following headings:</p> <ul style="list-style-type: none"> • What options were considered to address the identified service need/s? • What is the preferred option to address the service need/s and why? • What are the workforce requirements needed to support the implementation of the proposed project? (if required) 	<ul style="list-style-type: none"> • The response demonstrates the options considered to address the identified need • The preferred option is clearly outlined • There is a clear articulation of why the applicant is proposing the preferred option • (if requested) Details of the workforce requirements match the strategy to meet the service need 	Maximum 200
<p><i>What is the anticipated benefit of undertaking this project to the service/s?</i></p> <p>This section should address how the project will:</p> <ul style="list-style-type: none"> • Build the capacity of AOD services in NSW to be in a sustainable position to effectively deliver services • Support the delivery of positive outcomes and experiences for people accessing the service • Increase access to AOD services • Support an environment to deliver services that are culturally safe, trauma-informed and family inclusive • Support technology development that improves the operations of the service/contemporary practice • And any additional anticipated benefits to the service/s 	<ul style="list-style-type: none"> • There is a demonstratable service benefit from undertaking this project • The response demonstrates clear strategic alignment with the objectives of the NGO Service Development Grant Program. • The response clearly addresses at least one objective of the project and is able to indicate how the anticipated changes to the service will meet this objective 	Maximum 300
<i>Budget</i>	<ul style="list-style-type: none"> • Costs are clear, itemised and seem reasonable • All funds requested are in scope 	N/A
<i>Project timeline</i>	The timeline is appropriate and considers the particulars of the project	N/A
<i>Organisational capacity and risk identification</i>	<ul style="list-style-type: none"> • Risks are clearly outlined and mitigating factors are considered • There is evidence of organisational capacity and support 	Maximum 200

Notification of application outcome

Once the Selection Committee has met and finalised the assessment of all the applications, all applicants will be notified of the outcome of their application via email.

If the application is successful, further information about the next steps will be provided.

If the application is unsuccessful, the applicant has the right to request further information about why their application was unsuccessful. All such communications should be directed to sectordevelopment@nada.org.au.

SUCCESSFUL APPLICANT REQUIREMENTS, SUPPORT AND KEY CONTACT

Grant Agreements

Successful applicants in grant categories two (2) and three (3) are required to enter into a Grant Agreement with NADA (as the auspicing body) for the funds awarded to be released. These Grant Agreements will cover expectations for the use of funds and reporting requirements.

Reporting requirements for successful applicants

Grant category one (1):

- Invoices / financial reports demonstrating how the grant funds were utilised will need to be supplied after completion of the project to sectordevelopment@nada.org.au

Grant category two (2) and three (3):

- Two reports (templates to be provided) will be required over the length of the project, one at around the mid-point of the funded project (June 2024) and one towards the end of the project (November 2024)
- An internal financial statement and evidence from invoices paid will also be required

There is no specific grant reporting platform, templates for reports will be provided on the NADA website and also via email before the due date.

Communication throughout the NGO Service Development Grants projects

All projects are required to maintain communication with NADA throughout the project funded through the NGO Service Development Grants. Contact can be made at sectordevelopment@nada.org.au.

Communication with NADA must be maintained to advise the Grants Coordinator of the status of the project, any projected changes to the project or any significant delays to the project start or completion dates. All projects must alert NADA when the project has been completed.

NADA staff may, from time to time, check in with the progress of projects.

What if the scope of the project needs to change?

If the scope of a funded project significantly alters after the initial application, NADA must be notified (via email at sectordevelopment@nada.org.au) before any changes take place, regardless of the cost implications. NADA will assess the proposed changes to the scope against the original criteria of the grants and either approve the suggested alterations or notify the applicant that the changes are not approved and that the project can no longer proceed.

Please note, once a project has been allocated funds no additional funds can be provided even if the project is changed significantly with NADA approval.

What if funds are not utilised or the project cannot commence?

If the total allocated grant funds are not spent within the grant period (e.g. the project costs less than was originally quoted), the grant recipient must email NADA via sectordevelopment@nada.org.au to inform them of this underspend. The grant recipient may then elect to provide NADA with a written request to utilise the extra funds for other purposes that uphold the intent of the grant. If there is no way to discharge the funds, it may result in the return of the unused portion of the funds back to NADA.

The same process should be followed for those grants that are unable to commence.

Probity

NADA has appointed an Independent Probity Advisor for the NGO Service Development Grants selection process.

The Probity Advisor's role is to monitor the grant selection process to ensure that best practice is adhered to throughout all phases of the grant selection process. The Probity Advisor is not part of the Selection Committee but is an independent observer of the grant selection process.

Applicants may contact the Probity Advisor in writing and only in circumstances where they have concerns as to probity or the conduct of the grant process. Any contact with the Probity Advisor may be disclosed to NADA.

The details of the Probity Advisor and contact persons are as follows:

Organisation: Procure Group Pty Ltd
Name: John Pinhorn – Principle probity advisor
Email: jpinhorn@procuregroup.com.au

Name: Rhonda Stien – Secondary probity advisor
Email: rstien@procuregroup.com.au

Key Contact

For questions about the application process or the NGO Service Development Grants, please contact Jo Penhallurick, Sector Development Grants Coordinator at sectordevelopment@nada.org.au.

Please note that in the interest of equity all questions received about the NGO Service Development Grants will be logged in a **FAQ document** and made available to any interested party through the [NADA website](#).