

Conference Support Grant Program

Eligibility and Application Guidelines

The Network of Alcohol and other Drugs Agencies (NADA) Conference Support Grants program provides the opportunity for NADA to support 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:

- Your organisation is 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 an oral conference paper or workshop
- The conference is being held in Australia
- Your manager has approved your participation in the conference

Funding available

Maximum reimbursement for conference support is **up to, but will not exceed, \$1000** (excl. GST).

The Conference Support Grant Program is limited to individual applications only.

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

If approved, the grant will be paid out as a reimbursement after the event.

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 \$0.85 per km. The reimbursement for vehicle use is capped at \$180 (excl. GST) for a return trip
- Travel by air will be considered based on economy / budget airline costs
- Accommodation is reimbursed at a maximum of \$170 (excl. GST) per night in rural/remote areas and \$220 (GST excl.) per night in metropolitan / regional areas (greater metropolitan Sydney, Newcastle and Wollongong)
- One night accommodation per day of the conference is eligible for reimbursement (unless additional need is demonstrated and approved)
- If eligible for travel and accommodation, total reimbursement (including conference costs and travel and accommodation) under the grant program is capped at \$2000 (excl. GST)

Costs not eligible for funding under the NADA Conference Support Grants Program

- Backfill / wages
- Meal allowances
- Taxis and airport transfers
- Conference extras e.g. Conference dinner, pre/post conference workshops / events or meals

How to apply?

On acceptance of your abstract, complete the [Conference Support Application Form](#) **and** send your abstract and a copy of the conference acceptance notice to traininggrants@nada.org.au

*Please note that grants can only be approved **before** the conference has occurred.*

Notification of outcome

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

What to do if you are successful

If your application is successful:

- Formally accept your offer by replying to the email containing your offer
- Ensure that you have registered and paid for the course

Grant payment

After attending the conference, you will need to submit:

- An itemised tax invoice from your organisation to NADA. This tax invoice must include:
 - A valid ABN
 - 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 the conference 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.
- Copies of receipts of your payment (i.e. with a balance shown owing of \$0.00) for conference related expenses.
 - Unpaid invoices from training providers / travel providers to your organisation are not sufficient proof of payment.

Your organisation will be reimbursed via EFT on receipt and approval of the above paperwork.

Payment cannot be made to individuals – only to NADA member organisations.

Cancellations and unused grants

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

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 receives a request in writing from the applicant and the request is then approved in writing by NADA.

NADA is not responsible for any conference cancellations or rescheduling by external providers and is unable to act on behalf of applicants for conference registration, travel or accommodation bookings.

For more information:

Email traininggrants@nada.org.au