

# NADA Training Grants Program

## Eligibility and Application Guidelines

The Network of Alcohol and other Drugs Agencies (NADA) Training Grants Program provides an opportunity for NADA members to access financial support to participate in individual and/or group training.

The NADA Training Grants Program is a reimbursement grant program. This means that successful applicants are reimbursed for the approved amount of funding following the completion of the training activity. Application rounds are open twice a year for training activities held between **January and June**, and between **July and December**.

The program is highly competitive. Applications received often total more than twice the available grant funds.

To ensure ongoing access and equity of grant allocation, the following eligibility criteria and guidelines have been established. Please ensure that you have read the information below before submitting an application.

### Eligibility

You are eligible to apply for a NADA Training Grant if:

- Your program / service is a current financial member of NADA
- The training applied for is relevant to the AOD sector
- Your manager has endorsed your attendance at the training

### Priority applicants

Your application will be prioritised if you meet one, or more, of the following criteria:

- You have not previously, or recently (in the last 12 months), received a NADA training grant
- Your application relates to an alcohol and other drug related certificate or diploma level course
- You work in a rural or remote service
- You work for an Aboriginal community-controlled health organisation
- The course (or a similar course) is not otherwise being run by NADA during the grant period
- You work directly with clients in a frontline role

### Funding available

#### Eligible training costs for reimbursement include:

- Participation at a pre-organised training by a third-party training organisation
- Training organised by an institution such as TAFE NSW
- Consultant / trainer fees for an in-house group training event organised by the applicant organisation including associated costs including travel fees and meal allowances for the trainer

#### Individual applications

Individual training course cost reimbursements are capped at **\$450 (excl. GST)**.

## Group applications

Group training reimbursements are capped at **\$4,000 (excl. GST)**.

Please note: If your group application is for less than 5 people, please apply for individual grants for each applicant or consider applying for a group training grant in partnership with another NADA member.

## Travel and accommodation reimbursements

- Travel and accommodation reimbursements are available if the training 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 (excl. GST)** per night in metropolitan / regional areas (i.e. greater metropolitan Sydney, Newcastle and Wollongong)
- One night accommodation per day of training is eligible for reimbursement (unless additional need is demonstrated and pre-approved)
- If eligible for travel and accommodation, total reimbursement (including course costs and travel and accommodation) under the grant program is capped at **\$900 (excl. GST)**

## Costs not eligible for reimbursement

- Catering for participants
- Venue hire and A/V costs
- Backfill / wages and meal allowances for participants
- Taxis and airport transfers for participants
- Attendance at conferences or special events that do not involve training
- Training provided by an agency / trainer that is internal to the organisation applying
- Training that is part of an induction or core training requirements at your organisation (e.g. fire warden, first aid or WHS training). Other training related to Quality Improvement (QI) may be considered

## Grant allocation particulars

- Only one grant per individual will be considered. However, there is no limit to the number of individual applications per organisation
- Only one group training grant application per NADA member will be considered
- Due to the popularity of the program, NADA may offer you a **partial grant** rather than approve the full application amount

## How to apply

1. Complete the [NADA Training Grant Application Form](#)
2. Email the course description to [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au)

## Notification of the grant outcome

NADA will notify you and the manager listed on your application of the outcome of your application via email as soon as possible after the closing date for the applications

## 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
- Notify NADA as soon as possible if the course is cancelled, dates are altered or if you can no longer attend the course
- If you receive a **partial grant**, and you are unable to cover the remainder of the costs, please notify NADA as soon as possible

## How your organisation will be reimbursed

**After completing** the training, you will need to submit:

- A NADA WFD Training Grant Reimbursement Application Form 2024 form
- 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 your course cost \$500 + \$50 GST = \$550 (including GST), and your grant was for \$450 (in line with the cap for course costs), 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 course 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 of the above-mentioned paperwork.

**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 (January-June or July-December), the applicant must inform NADA as soon as possible.

No extensions can be given if the training is re-scheduled outside of the grant round timeframe applied for (i.e. July – December or January – June). If training cannot occur within the approved timeframe, the applicant will need to re-apply for the grant in the following round.

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

Grants are not transferable to another person or to any other training course or training dates 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, travel or accommodation booking.

## For more information

For more information on the NADA Training Grants Program, email [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au)