**STRIVE 2015/2016**

**Project Grants Application Package**

STRIVE Project Grants are an LDAG Inc. Initiative that aim to support and resource LDAG branches to undertake activities, which prevent and/or reduce hazardous and harmful alcohol and other drug misuse in the local community.

The revised STRIVE Project Grants Guidelines and Application Form provide information your branch will need to apply for funding.

**Guidelines have been amended to assist branches. You should be aware of the main points:**

- Branches are able to apply from each category on more than one occasion.
  - This is to encourage you to implement more projects and initiatives and to reward branches that submit modest budgets and demonstrate value for money.
- Total funding that can be applied for from any one category (i.e. parents/families) for the financial year is $3000.
- Total funding that can be applied for each financial year is $9000 (from the youth; parents/families and community categories combined).

**The table below provides examples of how the new guidelines operate:**

<table>
<thead>
<tr>
<th>Branch Name</th>
<th>Youth</th>
<th>Parents/ Families</th>
<th>Community</th>
<th>Category Total*</th>
<th>Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA LDAG</td>
<td>3 projects worth $1,000 total</td>
<td>1 project worth $3,000 total</td>
<td>2 projects worth $1,500 total</td>
<td>$9,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>BBB LDAG</td>
<td>1 project worth $3,000 total</td>
<td>2 project worth $1,500 total</td>
<td>3 project worth $1,000 total</td>
<td>$9,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>XXX LDAG</td>
<td>2 projects worth $1,500 total</td>
<td>3 project worth $1,000 total</td>
<td>1 project worth $3,000 total</td>
<td>$9,000</td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Not Eligible:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDD LDAG</td>
<td>2 projects worth $3,000 total</td>
<td>1 project worth $3,000 total</td>
<td>1 project worth $1,000 total</td>
<td>$10,000*</td>
<td>$10,000**</td>
</tr>
</tbody>
</table>

*Cannot exceed $9,000.00

External funding opportunities will be distributed to branches to support sustainability.

For information or support to complete this application please contact the LDAG Inc. Office.
Who can apply?

STRIVE project grants are available to local drug action group branches only.

How much can we apply for & what are the funding categories

LDAG branches have the opportunity to apply for up to $3000. LDAG Inc. anticipates granting a total of $100,000 in project funding by the end of the financial year (30th June 2016).

Branches can apply for funding within four categories:

- Communities (project targets whole of community)
- Youth (project primarily targets youth in the community)
- Parents/family (project primarily targets parents/families in the community)

Branches can apply for funding on more than one occasion within each category.

Due Date

There will be ten funding rounds for the 2015/2016 Financial Year, Ending on June 30th 2016.

<table>
<thead>
<tr>
<th>Rounds</th>
<th>Opens</th>
<th>Closes</th>
<th>Board Meeting</th>
<th>Earliest Project Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>12/06/2015</td>
<td>9/07/2015</td>
<td>28/07/2015</td>
<td>20/09/2015</td>
</tr>
<tr>
<td>Round 2</td>
<td>10/07/2015</td>
<td>6/08/2015</td>
<td>25/08/2015</td>
<td>18/10/2015</td>
</tr>
<tr>
<td>Round 4</td>
<td>11/09/2015</td>
<td>8/10/2015</td>
<td>27/10/2015</td>
<td>20/12/2015</td>
</tr>
<tr>
<td>Round 6</td>
<td>8/01/2016</td>
<td>4/02/2016</td>
<td>24/02/2016</td>
<td>18/04/2016</td>
</tr>
<tr>
<td>Round 7</td>
<td>7/02/2016</td>
<td>10/03/2016</td>
<td>22/03/2016</td>
<td>23/05/2016</td>
</tr>
<tr>
<td>Round 8</td>
<td>11/03/2016</td>
<td>7/04/2016</td>
<td>26/04/2016</td>
<td>16/06/2016</td>
</tr>
<tr>
<td>Round 9</td>
<td>8/04/2016</td>
<td>5/05/2016</td>
<td>24/05/2016</td>
<td>18/07/2016</td>
</tr>
<tr>
<td>Round 10</td>
<td>6/05/2016</td>
<td>9/06/2016</td>
<td>21/06/2016</td>
<td>22/08/2016</td>
</tr>
</tbody>
</table>

Last funding round closes: Thursday 9th June 2016

Projects must have a start date of no less than 8 weeks from review date.

To assist planning:

- The earliest project start dates now show where they fall within the school terms to assist school base LDAGs plan their events.
- Festive season (Christmas) projects should be applied for in Round 3 or earlier – discuss ideas in branch meetings in July and August for submission in September.
Selection criteria for project grants

- Responds to one of the following:
  - an alcohol or other drug related issue in your local community;
  - A volunteer capacity building or training need within your local community;
  - Specific resource development;
  - Demonstrates community support for the project through partnerships

- Is aligned with the mission and values of LDAG Inc. (primarily alcohol and other drug focused where the project has stemmed from community needs assessment, i.e. not SPORT+AOD or MUSIC+AOD but rather AOD+XXX)

- Acknowledges LDAG sponsorship.
- Demonstrated capacity to support the project, including sufficient time, financial and human resources.
- Demonstrates value for money, including free or low cost services.
- Includes healthy food options.
- Settings based projects – i.e. workplaces, in the community, partnerships with groups & organizations.

Prioritise Issues

During the Process of prioritising what issue should be addressed it may be worthwhile considering what the most important issues are, which can be influenced easily and what the benefits are of addressing the particular issue. Some Suggestions of what criteria may be used to priorities issues identified could include.

- What Drug causes the greatest level of harm in the community (in most cases alcohol is the drug which causes the greatest amount of harm)?
- What issue/s is the community most concerned about?
- What community group (e.g. young people) are of most concern?
- What can we do which will make the greatest difference?
- What support already exists for addressing a particular Issue?
- What are the state and national Priority Issues?

Example of key issues identified may include

- Higher than average (compared to state) drinking driving Incidents.
- Higher than average (compared to State) levels of alcohol-related violence.
- High than average (compared to state) Hospitalisations relating to alcohol-related cancers or other diseases.
- Higher than average (compered to state) level of injected drug use.
- Higher than average (compared to state) level of cannabis use.
- Harms from alcohol use in sporting or other social clubs.
- Underage drinking.
- Community concerns regarding noise or safety or underage drinking.
- Local Business concerns regarding damage to property related to drunken behaviour.
These provide only an example of some of the issues which may or may not be identified through the needs assessment process. Having a clear indication of local community’s particular Alcohol and other Drug (AOD) related issues will inform planning processes.

For more information please refer to Drug and Alcohol Officer Introduction to Alcohol and other Drug Prevention Guidelines 2014 Booklet (this was sent out last year in your branch pack) or the Community Programs Team at the Drug and Alcohol Office on (08) 9370 0333.

What will not be funded

- Projects that have NOT allowed 8 weeks from review date to start date.
- Use funds for profit making initiatives or for profit making groups.
- Direct significant funding for purchase of capital items e.g. computers, equipment, videos, vehicles or capital buildings.
- Affiliate with groups that have not fulfilled previous accountability requirements (i.e. STRIVE evaluations).
- Direct significant funding to contract individuals or pay wages (no more than 25% of total LDAG Inc. grant).
- Direct significant funding to travel or accommodation (combined travel & accommodation not to exceed 25% of total LDAG Inc. grant).
- Duplicate existing local initiatives.
- Projects associated with unhealthy products.
- Projects that do not follow best practice in health promotion.
- Projects that are considered religious in nature.
- Projects that are treatment based such as counselling/therapy.
- Use significant funding for prizes or gifts (no more than 10% of total LDAG Inc. grant).
- Use funds for leasing or renting premises (excludes short term venue hire).
- Projects that are part of a schools core activities.
What should be included in the funding application

- Specified alcohol or other drug focus in the project.
- How LDAG will be promoted during the project - this is a condition of a branch receiving STRIVE funding. At least $200 of funds must be allocated to LDAG merchandise.
- Utilisation of LDAG, CONNECT, and Youth Leadership Program graduates in your community.
- Demonstration of partnership and liaison with key stakeholders (i.e. SDERA, local schools, police)
- Aspects of your program that make it innovative and creative.
- All supporting documents (see application form) e.g. support letters from service providers/stakeholders, quotes, minutes of branch meeting, Certificate of Currency (public liability insurance) from suppliers.

Use of project grant received

- LDAGs receiving project funds must expend them on the project described.
- Any amendments to the project described must be forwarded to LDAG Inc. before commencement.
- Upon successful application your LDAG branch financial ledger will be credited with the amount. This must be expended within four weeks of your project completion date. Any unexpended money will be retracted by LDAG Inc. and placed back into the funding pool for reallocation.
- LDAGs undertaking joint projects with other organisations must hold all funds and pay upon invoice, retaining copies of invoices and forwarding them to LDAG Inc. for payment.
Grant Application and Approval Procedure

Step 1

LDAG Meeting
- Discuss project ideas which aim to prevent and reduce alcohol and other drug related harm within the local community at your branch meeting.
- Document discussion outcomes in your branch meetings as these are submitted with your application.
- Plan at least 3–4 months in advance.
- Make sure you have completed all STRIVE evaluation reports for previous projects. Outstanding evaluation reports will make you ineligible for future funding.

Step 2

Contact the LDAG Inc. Office
- Funding applicants should contact the LDAG Inc. Office well in advance and discuss their application.
- If experiencing difficulty developing a strategy to address a particular alcohol or other drug issue in your community, staff can assist you with project ideas and send you a STRIVE project showcase booklet. Contact LDAG Inc. on 1800 LDAG 07 (free call). Note: Consultation with Local Drug Action Group staff does not mean that your application will be successful – applications are reviewed by an external committee.

Step 3

Complete the Funding Application Form
- Complete the STRIVE application form, noting an evaluation report is required within 4 weeks of project finish date.
- **Applications must be signed off** by your LDAG Branch Committee. Typed names of LDAG Branch Committee members in place of signatures is acceptable only for electronic application submission.
- Please **attach minutes** to confirm LDAG Branch Committee support for hard copy AND electronic submission.
- Please **attach support letters** from key alcohol and other drug workers/ stakeholders in the community.
- **Supporting quotes** must be attached for estimated cost of funding the Project that reflects the proposed budget.
Step 4

Submit Funding Application

- Post
  Project Support Officer
  LDAG Inc.
  7 Field Street
  MT LAWLEY WA 6050

- Fax
  (08) 9272 6605 ATT: LDAG Inc.

- Email
  ldaginc@health.wa.gov.au

Step 5

Review of the Applications

- STRIVE Project Grants Committee review the applications. The committee consists of LDAG Inc. Board Members and external alcohol & other drug service providers.
- The funds available for projects are administered by the LDAG Inc. Board of Management.

Step 6

Endorsement by Board of Management

STRIVE Project Grants Committee will make recommendations to the LDAG Inc. Board of Management at the end of each month for final approval of Projects.

Step 7

Notification of Outcome

Applicants will be notified of the status of their application in writing two weeks after the Grants Review Committee has met. Upon acceptance of funding conditions, allocated funds will then be transferred to the individual LDAG branch ledger.
Step 8

Implementation and Evaluation of Project

- For projects that include resource development, an artwork proof must be submitted to LDAG Inc. prior to production.
- Photos of STRIVE projects should be accompanied by Photo Release Consent Forms where possible. It may help to nominate a branch member to be responsible for all media related to the project (from advertisements, flyers to taking photos etc.). Examples of these can be used as supporting documents in subsequent applications as evidence of acknowledgement of sponsorship and project outcomes.
- Projects that are granted funding approval will be sent an evaluation form attached to the confirmation of funding letter, which will be forwarded to the Branch (as outlined above in step 7). This is to be completed and returned to LDAG Inc. within 4 weeks of the completion of the Project. If the STRIVE evaluation form is not returned it may result in the branch having difficulty obtaining future funding through LDAG Inc.

Note: Your application needs to be submitted at least 8 weeks prior to the commencement date of your project/event. This will allow us time to assess your application, inform you of the decision and provide you time to organise your event.
STRIVE Application Form

STRIVE Round: _________________________________________________________________

1. LDAG Branch: ________________________________________________________________

2. Contact Person

   Name: _____________________________________________________________________

   Phone: _____________________________________________________________________

   Email: ______________________________________________________________________

   Postal Address: ________________________________________________________________

   City: __________________________________________ Post Code: _______________

3. Project Name: _______________________________________________________________

4. Has one of your LDAG Members discussed the proposed project with an LDAG Staff Member prior to submitting this application? (Please tick)
   ☐ Yes

5. Total funding being requested from LDAG Inc. (Total from Question 24)

   $ _______________________________________________________________________

6. Total Cost of project? (e.g. contributions from other sources)

   $ _______________________________________________________________________

7. Project Start Date: _____________________________________________________________

8. Project Completion Date: ______________________________________________________

   *The project start date must be at least 8 weeks after the STRIVE Round Review date.
9. Funding Category

9.1. There are 3 main funding categories as outlined in the guidelines. (please tick one only)

☐ Parents/Families (Project primarily targets parents/families in the community) Go to Q9.1.2
☐ Community (Project targets whole of community) Go to Q9.1.1
☐ Youth (Project targets youth in the community) Go to Q9.1.1

9.1.1. If the project targets **Youth** or whole of **Community** please answer the following questions:

A) Are there Youth Leadership Program Graduates in the community where the Project is being implemented? (please tick)

☐ Yes
☐ No
☐ Unsure

If yes, have the Youth Leadership Program Graduates been involved in developing the Project? (please tick)

☐ Yes
☐ No
☐ Unsure

If yes, how?

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9.1.2. If the project targets **Parents/Families** please answer the following question:

Has a member of the LDAG been in contact with the CONNECT Facilitator through LDAG Inc.?

☐ Yes
☐ No

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All applicants please answer the following Questions

10. What is the specific target group for the project?

(Who in your community will this project reach e.g. Primary Target group – youth at the local school, secondary target group - parents of students with school leavers?) This should reflect the funding category you have selected at Q9.1.
11. Location of your project? (Where will the project be implemented?)

12. How many people do you anticipate this project will reach? (please tick one box only)
- [ ] < 20
- [ ] 20 to 50
- [ ] 51 to 100
- [ ] 101 to 150
- [ ] 151 to 200
- [ ] > 201

13. How many volunteer hours do you anticipate will go into organising and implementing this project? (please tick one box only)
- [ ] < 10
- [ ] 10 to 20
- [ ] 21 to 50
- [ ] 51 to 100
- [ ] 101 to 150
- [ ] 151 to 200
- [ ] > 201

14. Does the project aim to? (If appropriate please tick more than one option)
- [ ] 14.1 Prevent alcohol issues in your local community.
- [ ] 14.2 Reduce existing alcohol issues in your community.
- [ ] 14.3 Prevent other drug issues in your local community.
- [ ] 14.4 Reduce other drug issues in your local community.
15. How will the project prevent and/or reduce alcohol and other drug-related harm in your local community? *Please include evidence of community needs assessment (i.e. statistics or surveys etc.) and discuss how proactive strategies will address these needs.*

16. Why is this project needed in the community & what are the intended outcomes for the community? *Please relate Q15 to the project’s intended outcomes with statements that focus on community awareness, education, information, engagement and skills.*

17. Project Objectives: What do you hope to achieve? *(I.e. include objectives that address the target groups knowledge, attitudes, beliefs, behaviours and skills)*

   1. 
   2. 
   3. 
18. What are you going to do? Please describe in detail the activities that make up the Project.

19. How do you intend to promote the Local Drug Action Group through this project? (This should demonstrate multi-faceted promotion strategies aimed at both a branch and organisational level).

20. Project health message – focus on Alcohol or on Other Drugs? (Please note it is recommended that only ONE message is promoted at one time in the community).

20.1. Will the Alcohol Think Again message be promoted?

☐ Yes
☐ No

20.2. Will the Drug Aware message be promoted?

☐ Yes
☐ No
20.3. How will the message be promoted?

21. Please indicate the stakeholders in the community who the ldag has formed a partnership with or who have provided support for the project. Community partnerships/ support (*please tick and specify the type of support*)

*Note: before submitting, consider if you have explored all possible partnership opportunities.*

<table>
<thead>
<tr>
<th>Community Group or Agency</th>
<th>Type of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Community Drug Service Team (CDST)</td>
<td></td>
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<tr>
<td>□ Local Police</td>
<td></td>
</tr>
<tr>
<td>□ Local School</td>
<td></td>
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<tr>
<td>□ School Drug Ed &amp; Road Aware (SDERA)</td>
<td></td>
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<tr>
<td>□ Lions/Rotary</td>
<td></td>
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<tr>
<td>□ Health Professionals</td>
<td></td>
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<tr>
<td>□ Aboriginal Health Organisation</td>
<td></td>
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<tr>
<td>□ Local businesses</td>
<td></td>
</tr>
<tr>
<td>□ Corporate</td>
<td></td>
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<tr>
<td>□ Local Shire</td>
<td></td>
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<tr>
<td>□ Other (Please Specify) _______________________________</td>
<td></td>
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<tr>
<td>□ Other (Please Specify) _______________________________</td>
<td></td>
</tr>
</tbody>
</table>
22. Is there any other information that you would like to add to support your application? (This may be in the form of advertising or resource samples from previous projects or evidence of other support or partnerships etc.).

23. Have you sourced any in-kind (free) contributions from the community for the project? (e.g. venue hire, catering, equipment)

☐ Yes
☐ No

If yes, please document below.

<table>
<thead>
<tr>
<th>In-Kind (free) Contribution (Who and What)</th>
<th>Approximate Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

TOTAL In-Kind $
24. Budget requested from LDAG Inc. only *(please attached supporting quotes and provide an itemised budget)* Example: Consumables (platters of sandwiches): $300 for x 2 events, 15 people at each event = $10 per head, attach quote to application. The compulsory LDAG merchandise component is $200*, however branches can allocate more funds to LDAG merchandise.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDAG Merchandise*</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Total

25. Insurance - Will your event/project need to be covered by the LDAG Inc. insurance policy? *(please tick)*

☐ Yes  
☐ No  
☐ Unsure  

**Important**

Applicants must include these to be reviewed by the STRIVE Grants Review Committee:

☐ Copy of branch minutes showing application has been endorsed (As per guidelines).

☐ Quotes supporting proposed budget (Q5, Q6, Q24)

☐ Certificate of Currency (Public Liability Insurance) from supplier (where applicable)

☐ Details of two community members who support the proposed Project.

26. Community member/s who support the proposed project.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role in Community</th>
<th>Contact Details</th>
</tr>
</thead>
</table>

7 Field Street, Mt Lawley WA 6050 Phone: (08) 9471 0434 Fax: (08) 9272 6605  
Email: ldaginc@health.wa.gov.au Website: www.localdrugaction.com.au
Declaration
Our branch agrees that the information presented in this application form is correct and will abide by the following conditions if the application is approved by Local Drug Action Groups Inc.

- Acknowledge the support of LDAG Inc. verbally and display LDAG promotional materials as appropriate.
- Use the grant funds for the approved purpose only.
- Seek approval from LDAG Inc. for any significant changes related to the project (e.g. timing, budget etc.).
- Take photos of the event and complete photo release consent forms and send these to LDAG Inc. electronically with the STRIVE evaluation form.
- Provide within four weeks of the completion of the project a STRIVE evaluation report of the project.
- Acknowledge the right of LDAG Inc. to terminate this agreement if the project is not carried out according to the agreed proposal.
- Where projects include resource development, an artwork proof of the resource will be submitted to LDAG Inc. prior to production.

Signed
For electronic submission, typed names in lieu of signatures will be accepted. Applications submitted in hard copy format must be signed, not typed.

_________________________________________  Date
Branch Convenor

_________________________________________  Date
Branch Representative

7 Field Street, Mt Lawley WA 6050 Phone: (08) 9471 0434 Fax: (08) 9272 6605
Email: ldaginc@health.wa.gov.au Website: www.localdrugaction.com.au
Checklist

- Liaised with LDAG Inc. staff prior to sending in application (Q4)
- Enclosed minutes with enclosed application
- Enclosed community letters of support and/or contact details of community support persons (Q26)
- Signed by Convenor and Branch representative
- Quotes supporting budget (Q24)
- Public Liability Insurance Certificate of Currency by suppliers - where applicable (Q25)
- Merchandise order form for $200 or above (Q24)
- Grant information provided has been read and understood and project meets criteria

Submit

Please forward completed applications forms to:

- Post
  Project Support Officer
  LDAG Inc.
  7 Field Street
  MT LAWLEY WA 6050

- Fax
  (08) 9272 6605  ATT: LDAG Inc.

- Email
  ldaginc@health.wa.gov.au
  Katherine.Rogers@health.wa.gov.au
Project Suggestions

There is an increasing focus in the AOD sector on addressing alcohol related harm and changing the culture around drinking. Hence the following provides some project suggestions that primarily have a focus on addressing alcohol related harm in the community.

- Conduct a community/youth forum to raise awareness about alcohol and the effects on the community.
- Host a CONNECT workshop or hold a parent alcohol awareness event or activities which provide information and support to parents and families.
- With support from the Youth Leadership Program implement a youth alcohol survey and alcohol free initiatives for young people.
- Develop a partnership with local media to raise community awareness about alcohol-related problems and possible solutions - RADAR
- Respond to leavers celebrations and develop initiatives to reduce the harm caused to the community and school leavers.
- With support from CONNECT identify the opportunity for establishing a family support group for family members affected by alcohol and/or drug use by a loved one.
- Link with local sporting clubs to support the establishment of responsible service of alcohol practices and alcohol policies within the club.
- Link with local schools to promote involvement in the School Drug Education Project and to support the development of school and community partnerships.
- Develop a new AOD resource to be used in your local area. Where projects include resource development, an artwork proof of the resource is required to be submitted to LDAG Inc. prior to production.

Examples of projects are also available in the STRIVE project showcase. Email ldaginc@health.wa.gov.au for a copy. *Please note that guidelines change each year and projects must adhere to current guidelines.*