



STRIVE Project Application Package

Support, Train, Resource and Inspire Volunteer Experience

2018 - 2019





STRIVE Project Guidelines 2018/2019

STRIVE Project Grants are a Local Drug Action Group Inc. (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 STRIVE Project Guidelines provide information your branch will need to apply for funding.

For more information or support to complete this application please contact the LDAG Inc. Office.

Who can apply?

STRIVE project grants are available to active LDAG only.

LDAG branches must be considered active as per the *Definition of an Active LDAG Branch Policy*. If you are not aware of the policy please contact LDAG Inc.

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

LDAG branches have the opportunity to apply for up to \$9,000.00 per financial year. LDAG Inc. anticipates granting a total of \$100,000.00 in project funding by the end of the financial year.

Branches can apply for up to \$3,000.00 funding within three 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.

Funding Amounts

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 \$3,000.00.
- Total funding that can be applied for each financial year is \$9,000.00 (from the youth; parents/families and community categories combined).

*Cannot exceed \$9,000.00

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

Due Date

Late applications will not be accepted.

There will be ten funding rounds for the 2018/2019 Financial Year, Ending on June 30th 2019. Applications must be received by close of business on the dates stated below.

ROUNDS	OPENS	CLOSES	BOARD MEETING AND REVIEW	EARLIST PROJECT START DATE (8 WEEKS AFTER BOARD MEETING AND REVIEW)
Round 1	Friday, 8 th June 2018	Thursday, 5 th July 2018	Wednesday, 25 th July 2018	Tuesday, 25 th September 2018 Term 3 school holidays
Round 2	Friday, 6 th July 2018	Thursday, 2 nd August 2018	Saturday, 25 th August 2018	Tuesday, 23 rd October 2018 Term 4
Round 3	Friday, 3 rd August 2018	Thursday, 30 th August 2018	Wednesday, 26 th September 2018	Tuesday, 20 th November 2018 Term 4
Round 4	Friday, 31 st August 2018	Thursday, 4 th October 2018	Tuesday, 30 th October 2018*	Tuesday, 25 th December 2018 School holidays
Round 5	Friday, 5 th October 2018	Thursday, 1 st November 2018	Tuesday, 27 th November 2018*	Tuesday, 22 nd January 2019 School holidays
Round 6	Friday, 4 th January 2019	Thursday, 31 st January 2019	Tuesday, 26 th February 2019*	Tuesday, 23 rd April 2019 Term 1 school holidays
Round 7	Friday, 1 st February 2019	Thursday, 28 th February 2019	Tuesday, 26 th March 2019*	Tuesday, 21 st May 2019 Term 2
Round 8	Friday, 1 st March 2019	Thursday, 4 th April 2019	Tuesday, 30 th April 2019*	Tuesday, 25 th June 2019 Term 2
Round 9	Friday, 5 th April 2019	Thursday, 2 nd May 2019	Tuesday, 28 th May 2019*	Tuesday, 23 rd July 2019 Term 3
Round 10	Friday, 3 rd May 2019	Thursday, 30 th May 2019	Tuesday, 25 th June 2019*	Tuesday, 20 th August 2019 Term 3

**Board meeting dates subject to change.*

Projects must have a start date of no less than eight weeks from the board meeting date.

To assist planning:

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

Approval for applications will be passed by the Board of Management at their monthly meetings. Due to changes in the constitution the meetings have not been scheduled at the time this document is being released. Earliest start dates specified above will however not change.

Project Requirements

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, vision and values** of LDAG Inc.
- **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 & organisations.

What will not be funded

- Projects that have NOT allowed eight 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 (no more than 30% of total LDAG Inc. grant)** (e.g. computers, equipment, videos, vehicles or capital buildings).
- Affiliate with LDAGs 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 or political 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 **school's core activities**.

What needs to 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.
- 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 (there is a checklist after question 25) 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. for approval 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 will remain responsible for the administration of STRIVE funds when undertaking joint projects with partner organisations.

Project Assistance

Prioritising 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 most concerned about?
- 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?

For assistance finding this information you can access the LDAG website. In the 'Volunteer Resources' there is a section for STRIVE – which includes a list to help. Alternatively, please contact the LDAG Inc. office.

Example of key issues identified may include

- Higher than average (compared to state) drink driving incidents.
- Higher than average (compared to state) levels of alcohol-related violence.
- Higher than average (compared to state) hospitalisations relating to alcohol-related cancers or other diseases.
- Higher than average (compared 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 underage drinking.
- Local business concerns regarding damage to property related to drunken behaviour.

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 the Mental Health Commissions Introduction to Alcohol and other Drug Prevention: Guidelines 2014 Booklet (formerly document of the Drug and Alcohol Office): http://www.dao.health.wa.gov.au/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=917&PortalId=0&TabId=211

Alcohol Think Again and Drug Aware Promotion

As part of the LDAG Inc. agreement with the Mental Health Commission (MHC), it is required that our alcohol and other drug health promotion messaging aligns with their State wide campaigns. Supporting and promoting state-wide campaigns and key messages is a useful way to get maximum value at a local level and promote appropriate messages that support a reduction in alcohol and other drug related harm.

To promote and support the two state-wide campaign messages LDAGs are to raise awareness of these messages by utilising Alcohol Think Again (ATA) or Drug Aware (DA) campaigns. Please note, best practice guidelines indicate that only one message should be promoted at any one time for your event or campaign. Each campaign includes a number of key messages that can be utilised.

For more information on these messages you can liaise with LDAG Inc. or visit:

- ATA - <http://alcoholthinkagain.com.au/Campaigns>
- DA - <http://drugaware.com.au/about-us/current-campaigns/>

To assist communities to implement the ATA or DA messaging the MHC has developed a series of Community Campaign Kits. These are available on the LDAG Inc. website in the volunteer resources section.

Often during LDAG events, volunteers may be asked where people can go for help. We recommend promoting the MHC help lines:

- Alcohol and Drug Support Line – (08) 9442 5000 or 1800 198 024
- Meth Helpline – 1800 874 878
- Parent and Family Drug Support Line – (08) 9442 5050 or 1800 653 203
- Working Away Alcohol and Drug Support Line – 1800 721 997

To order resources regarding these help lines please contact the Mental Health Commission on 08 6553 0600 or alcoholdrugsupport@mhc.wa.gov.au.

Grant Application and Approval Procedure

Step 1 - LDAG Meeting

- Identify local community needs and prioritise issues (as per question 13).
- Discuss project ideas which aim to prevent and reduce alcohol and other drug related harm as per identified issues within the local community at your branch meeting.
- Document the discussion outcomes in your branch meeting minutes as these are submitted with your application.
- Plan at least three to four months in advance.
- Make sure your branch has completed all STRIVE evaluation reports from previous STRIVE funding as any outstanding reports may make you ineligible for future funding.

Step 2 - Contact the LDAG Inc. Office

- LDAG branches 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, LDAG Inc. 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 LDAG Inc. staff does not guarantee that your application will be successful – applications are reviewed by an external STRIVE Project Grants Committee.

Step 3 - Complete the Funding Application Form

- Complete the STRIVE application form, noting an evaluation report is required within four weeks of project finish date.
- **Applications must be signed off** by members of your local branch. Typed names of LDAG Branch Committee members in place of signatures is acceptable only for electronic application submission.
- Please **attach minutes** to confirm LDAG members 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.

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.

Step 4 - Submit Funding Application

- Post Local Drug Action Groups Inc.
 Project Support Officer
 GPO Box X2299
 Perth Delivery Centre WA 6847
- Email ldaginc@mhc.wa.gov.au

Step 5 - Review and Endorsement of the Applications

- STRIVE Project Grants Committee review the applications. The committee consists of LDAG Inc. Board Members and external alcohol & other drug stakeholders.
- Any queries the STRIVE Project Grants Committee have will be discussed with branches via the Project Support Officer.
- STRIVE Project Grants Committee will submit their recommendations to the LDAG Inc. Board of Management at the end of each month for final approval of projects.
- The funds available for projects are administered by the LDAG Inc. Board of Management.

Step 6 - Notification of Outcome

Applicants will be notified of the status of their application in writing after the LDAG Inc. Board of Management meeting. Upon acceptance of funding conditions, allocated funds will then be transferred to the individual LDAG branch ledger.

Step 7 - Implementation of Project

- For projects that include resource development, an artwork proof must be submitted to LDAG Inc. prior to production to ensure it meets best practice guidelines. **A minimum of four weeks is required to get approval.**
- Implementation of the project must be as specified in the applications. Any changes need to be communicated to the LDAG Inc. office.
- LDAG Inc. staff are available to provide assistance with your project.

Step 8 - Evaluation of Project

- An evaluation form will be sent with the confirmation of funding, (as outlined above in step 7) which will detail the due date. This is to be completed and returned to LDAG Inc. within four weeks of the completion of the Project. Outstanding evaluation reports will make you ineligible for future funding.
- Please ensure all expenditure is completed prior to evaluation being submitted as any remaining funds will be retracted upon receiving the evaluation.
- 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.



STRIVE Application Form 2018-2019

PLEASE READ STRIVE GUIDELINES BEFORE COMPLETING THIS APPLICATION

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 **If no, please contact the LDAG Inc. office before going any further.*

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

\$ _____

6. Total Cost of project? (Total amount from questions 22 and 24)

\$ _____

7. Project Start Date: _____

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

8. Project Completion Date: _____

9. Funding Category - 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)*
☐ Community *(Project targets whole of community)*
☐ Youth *(Project targets youth in the community)*

10. What is the specific target group for the project, and how many people do you anticipate this project will reach?

(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 in Q9.

11. Location/venue of your project? *(Where will the project be implemented? e.g. town hall)*

12. How many volunteer hours do you anticipate will go into organising and implementing this project?

13. What alcohol and/or other drug related issue/s is the project targeting? *Please explain the alcohol and other drug related issues that your community experiences. Please include evidence (i.e. statistics or surveys etc.)(Please reference 'Prioritising Issues' section in guidelines for assistance with this question).*

14. How will the project prevent and/or reduce alcohol and other drug related harm in your local community? *Discuss how proactive strategies will address the issues discussed above in Q13.*

15. Project Objectives: What are your aims? *(e.g. increase knowledge of the harms of AOD, decrease harmful behaviours)*

Note: you will be required to report on these objectives in the evaluation.

- 1.
- 2.
- 3.

16. What are you going to do? Please describe in detail the activities that make up the Project.
This could consist of your project plan.

17. How do you intend to promote your LDAG through this project? *(This should demonstrate multiple promotion strategies aimed at both a branch and organisational level).*

18. Project health message (Please note that only **ONE** message is promoted at a time in the community).

☐ Alcohol Think Again ☐ Drug Aware

18.1. How will the message be promoted? (e.g. newspaper ad, posters, etc.)

19. Does your community have an Alcohol and Other Drug Management Plan (AODMP) that this application is related to? If yes, please specify which target area.

☐ No

☐ Yes - _____

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

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

	Community Group or Agency	Type of Support
<input type="checkbox"/>	Community Drug Service Team (CDST)	
<input type="checkbox"/>	Local Police	
<input type="checkbox"/>	Local School	
<input type="checkbox"/>	School Drug Ed & Road Aware (SDERA)	
<input type="checkbox"/>	Lions/Rotary	
<input type="checkbox"/>	Health Professionals	
<input type="checkbox"/>	Aboriginal Health Organisation	
<input type="checkbox"/>	Local businesses	
<input type="checkbox"/>	Corporate	
<input type="checkbox"/>	Local Shire	
<input type="checkbox"/>	Other (Please Specify) _____	
<input type="checkbox"/>	Other (Please Specify) _____	

21. 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.).

22. Have you sourced any in-kind or external funding/contributions from your community or other organisations for the project? *(e.g. venue hire, catering, equipment, external funding)*

☐ Yes - If yes, please detail in table below.

☐ No

External Contributions (Who and What)	Approximate Cost (\$)
Volunteer Hours (\$38 per hour) (Q.12 x \$38)	
TOTAL External Contributions	\$

23. 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.

Item	Cost (\$)
LDAG Merchandise*	\$200.00
Total	\$

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

☐ Yes

☐ No

☐ Unsure

25. Community member/s that support the proposed project.

Name	Role in Community	Contact Details

Checklist

Please ensure you have completed all points in the below checklist before submitting your application to LDAG Inc. Failure to do so may affect your application being approved.

- ☐ Read the guidelines and have filled in all aspects of the application accordingly
- ☐ Liaised with LDAG Inc. staff prior to sending in application (Q4)
- ☐ Provided branch minutes showing application has been endorsed
- ☐ Attached community letters of support and/or contact details of community support persons (Q25)
- ☐ Signed by Convenor and Branch representative
- ☐ Quotes supporting budget (Q23)
- ☐ Merchandise order form for \$200 or above (Q23)
- ☐ Public Liability Insurance Certificate of Currency by suppliers - where applicable (Q24)
- ☐ Grant information provided has been read and understood and project meets criteria

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 LDAG Inc.

- Acknowledge the support of LDAG Inc. as specified in question 17 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. four weeks prior to production.

Signed

For electronic submission, typed names in lieu of signatures will be accepted as long as the project is endorsed in minutes. Applications submitted in hard copy format must be signed, not typed.

Branch Convenor

Date

Branch Representative

Date

Submit

Please send completed applications forms to:

- Post
Local Drug Action Groups Inc.
Project Support Officer
GPO Box X2299
Perth Delivery Centre WA 6847
- Email
ldaginc@mhc.wa.gov.au