

# AER Grants Program



## Conference Attendance grants - November 2007 to 1 June 2008.

The Alcohol Education and Rehabilitation Foundation Ltd (AER) 2007 to 2010 Business Plan will provide organisations with the opportunity to enhance the professional expertise of their staff.

AER will pursue the following strategies for the next three years:

- To build strategic partnerships, collaboratively, with others for alcohol policies that will promote attitudinal and behavioural change to alcohol and licit-substance abuse.
- To enhance the capacity of the Alcohol and Other Drugs sector to reduce the social and health harms caused by alcohol and licit substance abuse such as petrol, glue and paint sniffing.
- To leverage AER's extensive intellectual property and research in promoting changes in the way we drink.

Conference Attendance grants are available for organisations that pursue best-practice goals by developing the knowledge and expertise of staff that work in the alcohol and other drug sector. Organisations need to demonstrate the benefits that staff will gain through attendance at professional conferences, seminars and workshops in Australia.

A maximum of two staff from an organisation will be approved for any one conference which must be consistent with AER's Strategic direction.

## ASSESSMENT

For appropriate assessment of your application, all sections of this form must be completed. AER will not consider incomplete applications, and we will not accept email applications. To assist you in completing this form please read the following Frequently Asked Questions.

Due to the large number of applications AER receives, we ask that you **do not bind** your applications. It is best to provide the completed application forms (6 copies) held together with a paper clip so that we can photocopy it easily if required.

Your application will be acknowledged upon receipt by AER. Applications will be assessed every 6-8 weeks (please ensure adequate processing time is allowed).

You will be notified of the outcome of your application in writing.

***Allocation of AER grants is at the discretion of the AER Board.***

## Frequently Asked Questions when applying for a Grant

AER has made many hundreds of grants over the past few years. To facilitate the process we ask you to take notice of the following which is an accumulation of advice we have given to grantees:

### Who can apply?

#### 1. Does my employer need to support my application?

- **Approval** (page 5) has to be given by the appropriately authorised officer from your organisation. This may be your CEO, Deputy CEO or HR Manager, and the Financial Controller. In the case of attendance by the CEO, usually a Board member must approve. They need to be aware of the application for funding and supportive of it, as the organisation will be entering into a contractual arrangement with AER. Leave approvals may also be required, and your Finance Officer needs to check the budget prior to submitting the application.
- **Professional Development / Training Policy** – please provide a copy of your organisation's Professional Development or Training Policy.
- **Travel Policy** - If the grant involves travel please provide a copy of your organisation's travel policy which should include details of travel allowances paid, leave requirements, and accommodation standards.

#### 2. Can I apply as an individual?

- AER does **not** accept applications from individuals.
- You must consult with your employer and gain approval prior to submitting an application to AER.

#### 3. What if I can't attend the conference after all?

- The Letter Contract is with the organisation, not an individual – hence a change of attendee can be approved at short notice (if the person meets the criteria) without having to cancel the contract.
- If the grant cannot proceed, AER will require the grant to be returned.

### Bookings

#### 4. Who makes the Conference bookings?

- If advised that your application is successful **you** should register for the conference (if you haven't already done so) and send confirmation of this to the Project Coordinator at AER.
- The organisation and the attendee are responsible for completing the registration.
- Register early enough so you can get the early-bird deal and make a booking for the conference dinner. Also consider package deals which include accommodation.

#### 5. Who makes the Travel bookings?

- **Air travel** (if approved travel is involved) – we much prefer to make the bookings.
  - Any special requirements? Please tell us.
  - We require "**fully flexible fares**" – if an attendee is unable to travel, arrangements can then be made at very short notice for cancellation, an alternative person, or changed timetable.
  - **Travel Insurance** – we will normally ask for this when booking your airline tickets. It needs to cover health emergencies, emergency return, and travel changes at short notice.

#### 6. What about Accommodation bookings?

- Suitable accommodation may be funded for the duration of the conference only.
- If approved, the grantee is responsible for making accommodation bookings – again too many questions we don't know the answers to.

## **Expenditure**

### **7. What is covered by an AER conference attendance grant?**

The maximum amount AER will grant for conference attendance is \$20,000 exclusive of GST, but whatever amount is sought requires justification of the expenditure items proposed.

AER may consider funding the following:

- Course enrolment fees (make sure you use the fee schedule covering the actual period of study)
- Institutional service fees
- Necessary travel to location of training institution from remote areas
- Accommodation close to the conference to reduce daily travel
- Conference Registration (early-bird price and Conference Dinner)

### **8. What is not covered?**

AER does not fund

- Backfill of positions during conferences
- Overseas conferences \*\*\* DIRECTORS – please clarify circumstances when we will approve \*\*\*
- Meals (except conference dinner if included above)

### **9. Will a grant cover all our costs?**

- Not necessarily - we may receive many applications for conference attendance. As a result, we try to standardise the costs. If this is lower than your budget then you will need to revise the budget, or fund the residual amount.
- Grantees are expected to provide some contribution for conference attendance which may include local travel, side visits, and cost escalation.

### **10. Do we include GST?**

- All budgetary items and calculations are exclusive of GST.
- GST is included in calculations for the tax invoices.
- When seeking costs from suppliers make sure their quote excludes GST.

### **11. How do I estimate travel costs?**

- If the approved grant includes approved travel, then contact AER / FCM Travel for an estimate of the travel / accommodation costs.
- AER has an excellent travel agent (FCM Travel) who is aware of our requirements and gives us a great deal.

### **12. How about site visits?**

- This is one time when your organisation should support you – AER will not normally fund the cost of site visits.

## **The Letter Contract**

If successful in receiving an AER grant your organisation will be sent a Letter Contract detailing the terms and conditions.

### **13. How do I find out if I am successful?**

- Your Project Co-ordinator from AER will contact you by phone or email after the AER Board meeting to advise if your application has been successful or unsuccessful.
- If successful, we will post you a Letter Contract a week or so later.

#### 14. What's in the Letter Contract?

- The Letter Contract outlines the contractual arrangement between the grantee and AER. It includes details of the project covered by the grant, special conditions relating to intellectual property, indigenous projects, termination, budgetary matters and reporting.
- Also included is a form for banking details – we pay grant instalments by Electronic Funds Transfer

#### 15. How is the grant paid?

- The grant will normally be paid in two parts:
  - An initial payment of 80 to 90% of the grant – less amounts for travel bookings, insurance, taxes etc. paid directly by AER.
  - A residual amount of 10 to 20% of the grant – subject to substantiation in the financial acquittal, and receipt of your Report on the conference.
- Any unexpended funds will need to be repaid to AER.

### **Reporting after the conference**

In due course you will receive a pro forma that addresses the content of the report and financial acquittal which is generally deliverable a month after attending the conference.

#### 16. Why do I have to report?

Progress and Final reports

- provide the evidence in support of evidence-based treatment, rehabilitation, research, and prevention programs;
- support AER's community education programs encouraging responsible consumption of alcohol, and highlighting the dangers of licit substance misuse;
- help us promote public awareness of the work of AER and raise funds for further grants.

The financial acquittal is required to meet reporting and audit requirements.

#### 17. What do I have to report?

Requirements may vary, but the following is an example of the kind of information required:

- A comprehensive analysis of the conference and including a description of the sessions attended
- If you made a presentation, please include a copy or send an electronic version to AER
- Copy of any conference materials collected
- Impacts and outcomes:
  - were the outcomes as expected
  - what were the actual impacts on the attendees, and at an organisational level
  - did the conference meet the expressed needs as covered in the application
  - describe the process for dissemination of information and experience to other stakeholders

#### 18. What about the financial acquittal?

You will also be required to submit a financial acquittal as part of the above report. It will include:

- a financial statement, also showing
  - details of other contributions to the project, and
  - interest earned (if any).
- copies of tax invoices and receipts to substantiate your expenditure.
- certification that the funds were expended in accordance with the Letter Contract.
- a tax invoice for the final payment – subject to proof of expenditure.  
(often this is only partly spent and a smaller amount is appropriate).

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[ Please detach and retain these notes for your records, and for future reference ]

# SECTION ONE – APPLICANT DETAILS

Name of Organisation: \_\_\_\_\_  
\_\_\_\_\_

**Australian Business Number (ABN)**

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Is your organisation incorporated?  Yes  No  
*(if yes please forward a copy of your incorporation certificate).*

**Organisation contact details:**

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**Submitted by:**  
*(Applications must be approved by your organisation's CEO, Deputy CEO or HR Manager, and by the Financial Controller. In the case of conference attendance by the CEO, approval is required from your organisation's Board of Directors.)*

Authorised Representative

Authorised Representative

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(date of application)

## SECTION TWO – ATTENDEE DETAILS

### 1<sup>st</sup> Person attending conference

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 2<sup>nd</sup> Person attending conference

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Value adding

What arrangements are in place, or proposed, for providing feedback on the knowledge and experience gained by the attendees to other professionals and staff in the organisation – or to a wider audience where appropriate. **Please describe:**

\_\_\_\_\_

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\_\_\_\_\_

## SECTION THREE – APPLICATION DETAILS

(Expand as necessary)

**Goals:** (the long-term aims justifying your attendance - what ultimately do you wish to achieve)

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**Activities:** (what you will be doing – incl. name, location, date of conference)

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**Outputs:** (what you will produce during the planned activities)

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**Outcomes:** (what the measurable results of the grant are expected to be)

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**Impacts:** (e.g. individual and organisational impacts; social, policy, attitudinal, economic impacts)

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**Evidence of need:** (organisation needs, client needs, community needs)

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## SECTION FOUR – EXPENDITURE DETAILS

(Please see the FAQ 7 and 8 for items AER will consider funding)

As part of your application, please include your organisation's Travel Policy, an estimate for travel expenditure, conference brochure.

- **Budget proposed:**

All expenditure items must exclude GST.

Expenditure Items	Total ex GST
Return flights or ground travel	\$
Travel insurance and airport transfers	\$
Accommodation	\$
Conference Registration fees	\$
<b>Yours organisation's contribution</b>	<b>\$</b>
<b>Total</b>	<b>\$</b>

**Note:** AER does not fund backfill of positions or meals.

**Total funding (exGST) requested from AER:** \$ \_\_\_\_\_

**Timeframe:** (Please allow AER processing time of up to 8 weeks)

Expected starting date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expected finishing date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## SECTION FIVE – SUPPORTING DOCUMENTATION

Please supply **one copy only** of the following documents to support your application:

- Course description, unit schedule and any other information available
- Evidence that pre-requisites have been met
- Copy of your Organisation's Professional Development / Training Policy
- Copy of your Organisation's Travel and Accommodation Policy (if travel involved)
- Copy of Incorporation Certificate – Community groups and organisations will be required to be either an incorporated body or the legal equivalent
- Most recent Annual Report / Financial reports (audited) of applicant body
- Management Committee list and contact details
- Copy of your organisation's Intellectual Property Policy
- Supporting documentation from referee or course supervisor

## SECTION SIX – SUBMISSION OF APPLICATIONS

We require one original and five copies of your application, one copy of supporting documentation.

Please note that AER will not return application material.

Please post your applications to:

Project Coordinator  
Alcohol Education & Rehabilitation Foundation Ltd  
PO Box 19  
DEAKIN WEST ACT 2600

## SECTION SEVEN – CONSENT

I confirm that the details contained in this application and its attachments are true and correct.

I confirm I have **read all the documentation** and obtained copies of the relevant fact sheets, advertised criteria and funding round priorities.

I agree to my application being forwarded to AER Directors and other appropriate parties to enable them to assess my application against the selection criteria.

If my application is successful I agree that a description of the project, amount of funding, project outcomes, reports and organisation details may be:

- Placed on the AER website, which is accessible over the internet;
- Used in media releases and other publications about AER;
- Provided to organisations or individuals who may be interested in replicating the project elsewhere, with a view to contacting you for information and/or advice; and
- Published in AER's Annual Report.

Signed: \_\_\_\_\_  
(authorised representative)

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(person attending)

Position: \_\_\_\_\_

Signed: \_\_\_\_\_  
(person attending)

Position: \_\_\_\_\_