

# Curtin University Local Drug Action Group

## Small Grants Scheme

The Curtin University Local Drug Action Group (CULDAG) Small Grants Scheme is an initiative of the Curtin University LDAG that aims to support and resource members of the Curtin University community to undertake activities which prevent and/or reduce hazardous and harmful alcohol and other drug use.

The CULDAG Guidelines and Application Form provide all the information needed to apply for funding including activity and project suggestions. For further information or support to complete this application, please contact the convenor of the CULDAG via [wachpr@curtin.edu.au](mailto:wachpr@curtin.edu.au)

### HOW MUCH CAN YOU APPLY FOR?

CULDAG is offering through the Small Grants Scheme grants of up to **\$200 per application** to members of the Curtin community.

### APPLICATION DUE DATE

- Applications will be assessed monthly by the CULDAG committee and applicants will be notified of the outcome within three weeks.
- Applications must be received by the first of the month to be considered
- Applications received after the first of the month will not be reviewed until the following month.

### SELECTION CRITERIA FOR PROJECT GRANTS

The application must respond to an alcohol or drug related issue in the Curtin University community and could be for:

- a volunteer capacity building, training or research need within your local community; and/or
- specific resource development

The application must:

- demonstrate community support for the project through partnerships
- demonstrated capacity to support the project, including sufficient time, financial and human resources

### WHAT WILL NOT BE FUNDED

The following will not be funded:

- The use of 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.
- Groups that have not fulfilled previous accountability requirements.
- Direct significant funding to contract individuals to pay wages (no more than 25% of total CULDAG grant).
- Direct significant funding to travel or accommodation (no more than 25% of total CULDAG grant).
- Duplication of existing local initiatives
- Initiatives that are associated with unhealthy products or practices such as the promotion of excessive alcohol or drug consumption
- Significant contributions to prizes or gifts (partial funding will be available).

## WHAT SHOULD BE INCLUDED IN THE FUNDING APPLICATION

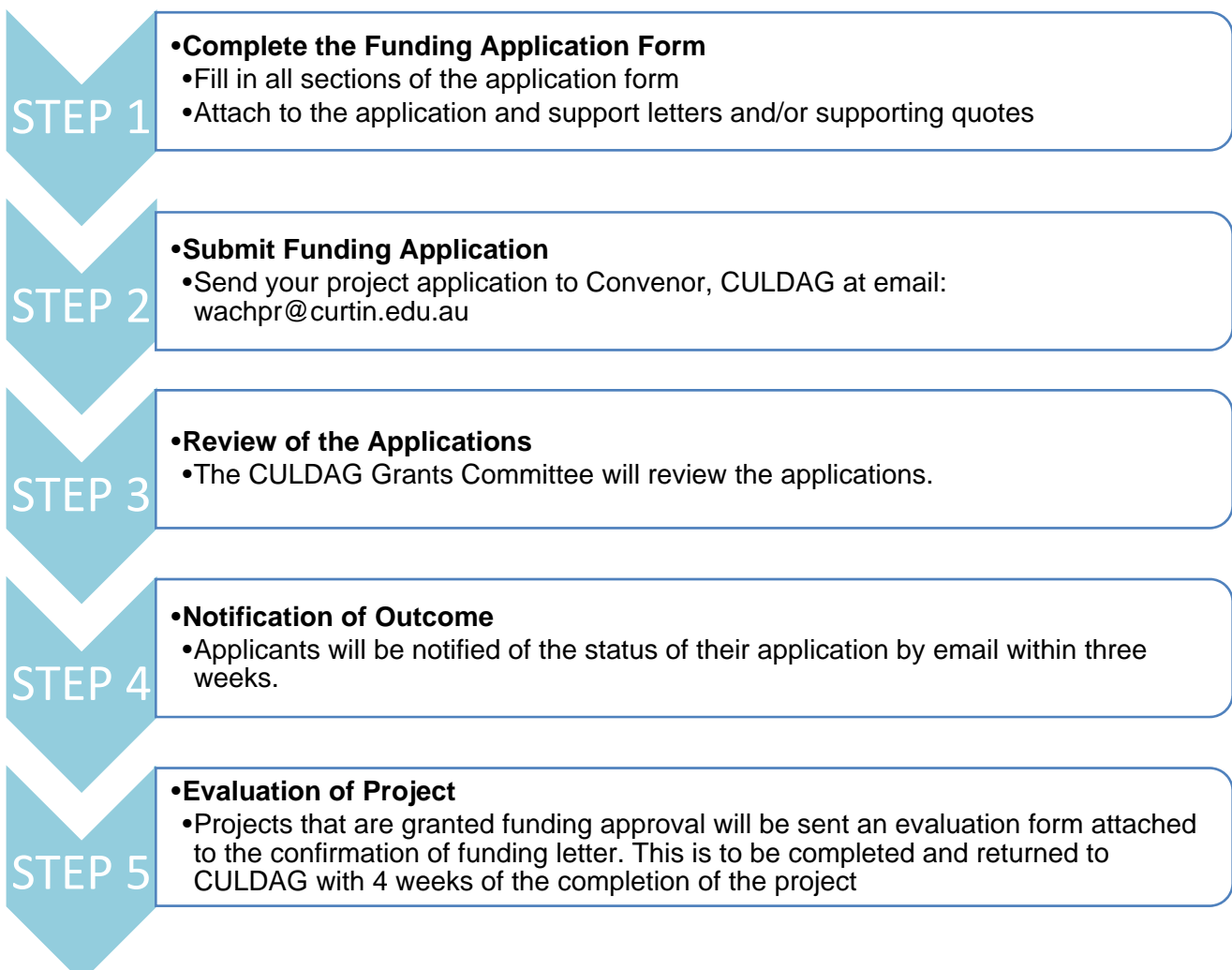
The following should be included in the application:

- A specified alcohol or other drugs focus in the project, examples may include:
  - Alcohol or other drug free events
  - Volunteer training
  - Research on alcohol or other drugs
  - Promoting responsible service and consumption of alcohol
- For further project examples refer to the LDAG website at: <http://www.localdrugaction.com.au>
- How CULDAG will be promoted during the project
- If applicable for your project; utilisation of available LDAG, Health Promotion or other resources at Curtin University
- Aspects of your program that make it innovative and creative
- All supporting document (see application form) e.g. support letters from key stakeholders, quotes to accompany budget etc.

## USE OF PROJECT GRANT RECEIVED

- Groups receiving project funds must expend them on the project described.
- Any amendments to the project described should be forwarded to CULDAG before commencement
- Groups undertaking projects should provide CULDAG with original invoices for reimbursement or original invoices for payment up to the value of the grant.

## GRANT APPLICATION AND APPROVAL PROCEDURE



Please complete all of the sections.

**CLUB/GROUP DETAILS**

Club/ Group Name:

Contact person for project:

Contact Number:

Email:

**PROJECT DETAILS**

Project Name:

Project start date:

Project completion date:

**Description of the project:** *(Please provide a brief description of the project and why the project is needed in your community) 250 words max.*

**Target group:** *(Who in your community will this project reach?) 100 words max.*

**Location of the project:** *(Where will the project be implemented?) 100 words max.*

How many people do you anticipate this project will reach? *(Please check one box)*

- Less than 20
- 20-50
- 51-100
- 101-150
- 151-200
- More than 200

Does the project aim to achieve one of the following at Curtin University? *(Please check all boxes that are appropriate)*

- Prevent alcohol issues
- Reduce existing alcohol issues and concerns
- Prevent other drug issues
- Reduce other drug issues
- Research alcohol or other drug issues
- Other (please specify)

**OBJECTIVES AND PROJECT STRATEGIES**

Your objectives should describe the changes the project will bring about.

Objectives	Strategies

How do you intend to promote the CULDAG throughout this project? *(100 words max)*

**STAKEHOLDERS-COMMUNITY PARTNERSHIPS/SUPPORT**

Please indicate the key internal or external stakeholders in the community who you have formed a partnership with or who have provided support for the project. *(please check as many boxes as needed and indicate the type of support provided)*

Community Group or Agency	Type of Support
<b>Internal</b>	
<input type="checkbox"/> Guild	
<input type="checkbox"/> Faculty	
<input type="checkbox"/> Student Services	
<input type="checkbox"/> Club or Society	
<input type="checkbox"/> Other (please specify)	
<b>External</b>	
<input type="checkbox"/> Community Drug Service Team	
<input type="checkbox"/> Local Police	
<input type="checkbox"/> Lions/Rotary	
<input type="checkbox"/> Health Professionals	
<input type="checkbox"/> Local Business	
<input type="checkbox"/> Corporate	
<input type="checkbox"/> Other (please specify)	

**BUDGET**

Total Cost of Project \$\_\_\_\_\_ Total requested from CULDAG \$\_\_\_\_\_

Provide a specific breakdown of how the money will be spent.

Budget Items	Amount requested from CULDAG	Amount contributed inkind or by other funding sources
Click here to enter text.		
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Click here to enter text.		
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<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

**DECLARATION**

We agree that the information presented in this application form is correct and will abide by the following conditions if the application is approved by the CULDAG.

- Acknowledge the support of Curtin University verbally and display CULDAG promotional materials as appropriate.
- Use the grant funds for the approved purpose only.
- Seek approval from CULDAG for any significant changes related to the project.
- Provide within **four weeks** of the completion of the project an evaluation of the project.
- Acknowledge the right of CULDAG to terminate this agreement if the project is not carried out accordingly to the agreed proposal.
- Have undertaken training related to the responsible service of alcohol or other relevant training as directed by CULDAG and distribute resources as directed by CULDAG.

Signed:

Date:

### CHECKLIST

Have you:

- Contacted the CULDAG to discuss your idea
- Completed all the sections of the application
- Included any budget quotes
- Included any supporting letters from stakeholders
- Signed the application