



NADA
network of alcohol & other drugs agencies

Quality Improvement Support Grants

Grant selection terms of reference

2010/11

Background

NADA has been funded by NSW Health to provide quality improvement support grants to NADA members since 2003/4. The purpose of these grants has been to support organisations to undertake formal quality improvement programs. Specifically, grants have assisted organisations to cover QI program providers' fees, associated training, administration costs and infrastructure/equipment required to meet accreditation.

Grants Application and Assessment Procedure

1. Eligible NADA members will be notified of the available grants through letter, member email updates and the NADA website.
2. Interested organisations are required to complete a Quality Improvement Support Grant Application form and submit to NADA by the identified closing date. The application requires details on the type, amount, purpose and expected outcomes of the grant.
3. All applications will be reviewed by a selection panel convened by NADA, with representatives from NSW Health Mental Health and Drug and Alcohol Office (MHDAO) and NADA, against selection criteria and make recommendations to the Director, Mental Health and Drug and Alcohol Office (NSW Health) for funding allocation.
4. NADA will notify all applicants in writing as to the outcome of their application, providing a brief rationale to any organisations unsuccessful in receiving a grant.
5. Funds will be provided to successful organisations on receipt of a tax invoice.
6. To complete the grant process, all organisations in receipt of QI infrastructure grants are required to submit formal notice of expenditure.

NADA's Responsibilities

- To ensure that the QI support grant application process occurs according to these Terms of Reference.
- To ensure that the principles of probity, fairness, accountability and transparency of process and decision making are observed at all times in relation to decisions taken by the panel and the dispersal of grant funds
- To accurately convey recommendations of the selection panel to the Director, Mental Health and Drug & Alcohol Office.

- To maintain adequate documentation and records at all stages of the administration and management of the QI support grants.

Selection panel

NADA will facilitate a selection panel with representatives from NSW Health Mental Health and Drug and Alcohol Office (MHDAO) and NADA.

NADA will provide the secretariat role for this selection panel.

The panel shall meet and make determinations for each round of quality improvement infrastructure grants throughout 2010/11.

Grant selection criteria

Organisations must:

- Receive NSW Health funding for drug and alcohol service delivery
- Be engaged in a formal quality improvement program or use the funds to engage in a formal quality improvement program
- Use the grant funds for one or more of the purposes identified below.

QI Infrastructure grants may be used for the following purposes:

- **Administration support** for quality improvement program activity - **up to \$15,000**
This may include human resources to undertake activities such as implementing a QI system, reviewing/developing operational policies and guidelines, or reviewing/developing reporting systems. It may also include training in specific QI program standards or how to apply to QI within an organisation, and may be individual or group training. Funds are not available for any position relating to the day-to-day running of the organisation.
- **Infrastructure/equipment** directly related to quality improvement needs - **up to \$10,000**
This may include fixtures, furniture, information technology and other small equipment that addresses OHS or other regulatory/compliance requirements and/or that directly addresses an organisations' inability to obtain accreditation.
- **Additional costs associated with quality improvement programs** - **up to \$5,000**
This may include costs associated with undertaking fire safety inspections – building or otherwise.

Considerations

In reviewing the applications, consideration will be given to the following:

- Stage of the organisations program
- Eligibility criteria
- Grant purpose/s
- Previous grants provided to undertake the same or similar activity
- How the grant will support an organisation to address OHS issues
- How the grant will support an organisation to address other legislative/regulatory requirements
- How the grant will support an organisation to attain formal accreditation.