

## THE NADA CONFERENCE SUPPORT PROGRAM

### WHAT DO I NEED TO CONSIDER WHEN APPLYING?

To be eligible for Conference Support you must present a paper or workshop.

#### Funding Sought

Maximum reimbursement for individual conference support is up to, but will not exceed \$800.00 (excl. GST).

Funding sought for conference support may include conference registration, travel and accommodation. Funding will not cover conference extras eg. conference dinner, pre/post conference workshops / events.

#### Travel & Accommodation Expenses

You can apply for funds to cover long distance travel and travel by car that is reimbursed at 50c per km if the training is more than 100km from your home. Accommodation is reimbursed to a maximum of \$100 per night in rural areas and \$150 per night in metropolitan areas. Details of kilometres travelled and accommodation are to be supplied with your invoice to receive payment.

### HOW DO I APPLY?

1. On acceptance of your abstract, complete the Conference Support Application Form **and** attach your abstract and a copy of the conference registration form.
2. Submit your application to the Workforce Development Team at NADA.
3. You must organise your own conference registration and any travel and accommodation.

NADA will notify the manager listed on your application form by letter or email if your application has been successful and how much has been allocated.

### SUCCESSFUL APPLICANTS ARE REQUIRED TO:

- ✓ Submit a copy of your presentation to NADA no later than a month after the presentation date.
- ✓ Submit an **itemised tax invoice from your organisation to NADA** (showing accommodation and travel costs) with a valid ABN that **includes G.S.T.**
- ✓ Submit a copy of the receipt paid for conference registration and any travel or accommodation receipts.
- ✓ Advise NADA immediately if you can't attend the conference.

*Grants are **non transferable** either to any person or to any training program other than those specified on the application form, unless approved by NADA.*

### HOW WILL NADA REIMBURSE MY AGENCY?

- Payment by EFT or cheque will be made to the participant's employer as a reimbursement for costs already paid following the receipt of an itemised tax invoice **from your organisation** (showing accommodation and travel costs) with a valid **ABN** that includes **G.S.T.**
- Payment cannot be made to individuals.
- Accommodation and travel costs will be paid on submission of all appropriate receipts / invoices.



# NADA CONFERENCE SUPPORT APPLICATION FORM

Email: [traininggrants@nada.org.au](mailto:traininggrants@nada.org.au) Fax: (02) 9690 0727

## 1. AM I ELIGIBLE?

- My agency is a current financial member of NADA.
- I am presenting a paper or workshop
- The conference is relevant to the Drug and Alcohol field
- I am not receiving any other external funding to assist with the payment of this conference.

## 2. APPLICANT DETAILS (please print clearly)

**Surname** \_\_\_\_\_ **Given Name(s):** \_\_\_\_\_

**Organisation/ Service Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Tel (W):** \_\_\_\_\_ **Email** \_\_\_\_\_

**Position** \_\_\_\_\_ **FT/PT:** \_\_\_\_\_ **Yrs in Position** \_\_\_\_\_

## 3. PREVIOUS GRANTS

Have you received a NADA Training Grant or Conference Support before? Yes  No  (If No proceed to Q4)

NADA Ref No.	Course Title/Conference Title & presentation title.	Training Provider/ Conference Organiser	Dates	Amount granted (\$)

## 4. DETAILS OF CONFERENCE

Name of Conference: .....

Location of Conference: .....

Date/s of Conference: .....

Name of Presentation: .....

Have you included your abstract?

Have you registered to attend the conference?

**5. CONFERENCE COST & FUNDING SUPPORT SOUGHT \*\***

	<b>Conference Registration (GST. Inc.)</b>	<b>Travel</b> (Car: 50c p/km if training is more than 100km from your home)	<b>Accommodation</b> (Rural max: \$100 p/night) (Metro max \$150 p/night)	<b>Total (GST inc.)</b>
<i>Cost of Conference:</i>		Method : Cost:	No. Nights: Cost:	
<i>Funding Sought Please Note Max Reimbursements*</i>		Method (if by car incl. Km travelled): Cost:	No Nights: Cost:	

*\*Maximum reimbursements to individuals will be \$800.00 (excl. GST) or \$4500 (excl. GST) for group training*

*\*\*Please note any contribution from employer*

**Your manager (as below) will be sent a letter to notify you of the outcome of this application.**

**7. MANAGER'S ENDORSEMENT**

**I support this application for a NADA Conference Support Grant as detailed above.**

*Please Print Clearly*

**Name :** .....

**Position:** .....

**Email:** .....

**Organisation:** .....

**Signature and Date:** .....

**FOR NADA'S USE:**

<b>Date Received:</b> .....	<b>Ref No:</b> .....
<b>Form Completed</b> <input type="checkbox"/>	<b>Course description Attached:</b> <input type="checkbox"/>
<b>Managers endorsement</b> <input type="checkbox"/>	<b>Lodged &amp; filed:</b> <input type="checkbox"/>