Online training grants 2021

FREQUENTLY ASKED QUESTIONS

1. Who funds the Online Training Grant program?

The Online Training Grants program is funded by the NSW Ministry of Health and has been introduced in 2021 in response to the COVID-19 pandemic. The program provides support for non government drug and alcohol frontline workers to access online workforce development activities.

2. Who decides if I get a grant?

A panel including representation from NADA and the funding body review all applications within two weeks of the application round closing.

3. Are any services or training courses prioritised for the grants?

Yes. Applications for alcohol and drug related certificates or diplomas are prioritised for grants. Group training grant applications are also prioritised. Rural and remote services and Aboriginal community controlled services are prioritised.

4. What can I apply for?

Any course that is directly related to your current role and that will directly improve client outcomes. Please note that participation and presentation at online conferences is funded under this program—in this instance please consider the [NADA Conference Support Program](#).

5. How do I find out about courses?

You can find out about training courses by looking at providers in the Member eUpdate or Frontline, [available here](#). You are not restricted to the courses or providers found on these emails.

6. Will you fund a Cert IV in Training and Assessment, TAFE or university course?

You can apply for a certificate IV in Training and Assessment if you meet all other eligibility criteria and it is provided online. The program will also fund certificate and diploma courses related to drug and alcohol, and contributions to relevant university course costs are also considered under this program as long as they too are provided online.

7. What is group training defined as?

Group training is defined as registrations of 3 or more staff members to the same online course.

8. Will you fund training run by staff within my organisation?

No. The training must be provided by an agency/trainer that is external to your organisation.

9. Will you fund Work Health and Safety, First Aid or Fire Warden training?

No. These courses are considered to be a core responsibility of organisations to fulfil legislative, funding and quality improvement requirements and are not eligible to be funded under the grants program.

10. What if the course I am applying for goes across two grant rounds?

Courses that go across more than one training grant round will only be considered for reimbursement for costs related to the relevant grant round period. Applicants can re-apply (whether they were previously successful or not) for additional funding in the next round for the training relating to that grant round period.

11. Can I/my organisation apply for more than one grant?

Individuals can only apply for one grant per round and services can only apply for one group training per round, however there is no limit to the number of individual applications per organisation.

12. Are applications considered outside of the open for applications timeframe?

Applications received after the applications deadline are not considered by the decision panel. However, at NADA's discretion, it may allow the evaluation of a Late Applications if it judges that the lateness is due to circumstances outside the control of the Applicant.

13. Can I register for the course before I know I'm successful?

NADA encourages registration for courses you are interested in ASAP. In some cases courses fill up before we are able to notify you of the application outcome and you may miss out on the training regardless of a successful application for funding. NADA acknowledges the difficulty in registering and paying for a course when you are unsure of whether you will have funds available, however NADA will be unable to reimburse costs incurred if a grant application is ultimately unsuccessful.

14. Why was I successful last round and not this round?

Submitting an application to the panel does not guarantee a grant. There may be several reasons why applications are unsuccessful, such as:

- your application did not fit the eligibility criteria
- the grants were oversubscribed and funds were not available to allow all eligible grant applicants to be successful for the round.

15. I was successful, but only received a partial grant—what do I do?

The grants program is often oversubscribed and we are unable to provide all eligible applicants with full funding. In some cases the panel will allocate partial funding, particularly for group training. You may wish to pay the remainder of the expenses yourself, request support from your service, or contact another grants programs for support. If you are unable to fund the outstanding expenses contact NADA at traininggrants@nada.org.au.

16. I was successful, now how do I register and pay?

The Online Training Grants Program is a reimbursement grant program only. Successful applicants or their organisations are expected to manage their own registration and payment directly to the training provider. NADA does not take responsibility for registration with, or payment to, the training provider. NADA will release the grant funds as a reimbursement to your organisation on receipt of the relevant paperwork (see Question 17).

17. What if the training organisation requests payment on registration?

Training organisations set their own criteria for registration and payment of courses. The NADA Online Training Grants program is a reimbursement program only and is unable to release funds to your organisation until receipts relating to your payment to the training provider/travel costs and other relevant documents have been provided to NADA and the training is complete.

18. I was successful, how do I claim the funds?

Your reimbursement can be claimed once you have completed the training and have submitted the relevant paperwork in the timeframe noted on your approval letter. Paperwork that should be submitted includes:

- a Member Grant Reimbursement Application form
- an itemised tax invoice from your organisation to NADA. This tax invoice must include:
  1. A valid ABN
  2. Itemised expenses (identifying GST). All grants awarded are GST exclusive. This means that if you have paid GST in relation to any of the expenses claimed under the grant, you can claim back the GST paid. For instance, if your course cost $500 + $50 GST = $550, and your grant was for $450, you can invoice NADA for $450 + $45 GST = $495.

* The funds claimed must not exceed the amount approved under the grant program.

- Copies of receipts of your payment of course related expenses (i.e. with a balance shown owing of $0.00). Unpaid invoices from training providers/travel providers to your organisation are not sufficient proof of payment.
- A Certificate of Completion (or screenshot of course completion).

19. I paid for the course and related expenses, can you reimburse me directly?

No. The grants program only allows NADA to reimburse member organisations directly following the receipt of the relevant paperwork (see Question 17). If you paid directly you will have to arrange reimbursement from your organisation using your own organisation's processes.

20. I forgot to submit the paperwork on time, what should I do?

NADA will send reminders to you and your manager when your paperwork is due and once it is overdue. If the paperwork is not submitted within the new timeframe noted in the NADA email reminders the grant will be cancelled and the funds will roll over into the next round of applications.

21. I can't make the course anymore, can my colleague participate instead?

Grants are not transferable to any person, or any training, other than that specified on the application, unless NADA receives a request in writing from the applicant and this request is then approved in writing by NADA.

22. What if I was unable to complete the course?

Upon the acceptance of the grant, the applicant is responsible for completing the course. If you are unable to complete the approved training within the grant round timeframe the applicant must inform NADA ASAP. NADA is unable to reimburse any course related expenses if the course has not been completed.

23. Can I ask for an extension on my grant if the course was cancelled or re-scheduled outside of the grant round timeframe?

If your course is cancelled or re-scheduled outside the grant round timeframe (November 2021-June 2022) you must inform NADA ASAP. NADA may be able to assist in finding training within the round timeframe. Otherwise, NADA is unable to grant extensions and you will be required to re-apply for the grant in the following round.