

NADA Training Grants – July to December 2025

FREQUENTLY ASKED QUESTIONS

1. [Who funds the NADA Training Grants program?](#)
2. [Who decides if I get a grant?](#)
3. [Which grant applications are prioritised?](#)
4. [What can I apply for?](#)
5. [What constitutes a group training?](#)
6. [How do I find out about courses?](#)
7. [Will you fund a Cert IV in Training and Assessment?](#)
8. [Will you fund TAFE or university courses?](#)
9. [Will you fund training run by staff within my organisation?](#)
10. [Will you fund online courses?](#)
11. [If successful for the grant round July – December 2025, what is the deadline for completing the training?](#)
12. [Will you fund work health safety, first aid or fire warden training?](#)
13. [What if the course I am applying for goes for longer than six months/across two grant rounds?](#)
14. [Can I/my organisation apply for more than one grant for the round July-December 2025?](#)
15. [Are applications considered outside of the open for applications timeframe?](#)
16. [Can I register for the course before I know if I'm successful?](#)
17. [Why was I successful last round but not this round?](#)
18. [I was successful, but only for a partial grant, what do I do?](#)
19. [I was successful, now how do I register and pay for my course?](#)
20. [What if the training organisation requests payment in advance/on registration?](#)
21. [I was successful, how will I claim the funds?](#)
22. [I paid for the course and related expenses, can you reimburse me directly?](#)
23. [I forgot to submit the reimbursement paperwork on time, what should I do?](#)
24. [I can't attend the course, can my colleague go instead?](#)
25. [What do I do if I was unable to attend the course?](#)
26. [Can I ask for an extension on my grant if the course was cancelled or re-scheduled outside of the grant round timeframe?](#)

1. Who funds the NADA Training Grants program?

The program is funded by the NSW Ministry of Health. They have funded a small training grants and conference support program since 2003. The program's primary aim is to support non government drug and alcohol frontline workers to access 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 five business days of the application round closing.

3. Which grant applications are prioritised?

- Applications for alcohol and drug related certificates or diplomas
- Group training grant applications
- Rural and remote services and Aboriginal community- controlled health services
- Courses that NADA is not otherwise running through our events program (view upcoming NADA training's [here](#))
- Applicants working directly with clients in a frontline role
- Applicants who have not previously, or recently (in the last 12 months), received a NADA training grant
- Applicants applying for a course (or a similar course) not otherwise being run by NADA during the grant period.

4. What can I apply for?

Any course that is directly related to your current role and will directly improve client and/or service delivery outcomes. Please note that attendance and presentation at conferences is not funded under this program—in this instance please consider the [NADA Conference Support Program](#).

5. What constitutes a group training?

You are able to apply for a 'group training grant' if the training is for 5 or more people. If your group application is for less than 5 people, please apply for individual grants for each applicant or consider applying for a group training grant in partnership with another NADA member.

6. How do I find out about courses?

You can find out about upcoming training courses through NADA's [Member eUpdate or Frontline e-news](#). Please note, you are not restricted to the courses or providers found on these emails.

7. Will you fund a Cert IV in Training and Assessment?

You can apply for a certificate IV in Training and Assessment if you meet all other eligibility criteria.

8. Will you fund TAFE or university courses?

The program will fund certificate and diploma courses related to drug and alcohol, and contributions to relevant university course costs are also considered under this program.

9. 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.

10. Will you fund online courses?

Yes, we will consider funding relevant online courses. Within your training grant application, include information about the course and the course provider. NADA will request proof of course registration, payment and engagement before reimbursement is supplied. NADA will consider the relevance and quality

of the course before approving a grant for online training.

11. If I am successful for the grant round July – December 2025, what is the deadline for completing the training?

All successful recipients for the training grant in the period July – December 2025 must complete their training by December 2025 to be reimbursed by NADA.

12. 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 and funding requirements and are not eligible to be funded under the grants program. Other courses related to Quality Improvement (QI) may be considered.

13. What if the course I am applying for goes for longer than six months/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 6-month grant round. Applicants can re-apply (whether they were previously successful or not) for additional funding in the next round for the training relating to that 6 month period.

14. Can I/my organisation apply for more than one grant in the round July – December 2025?

Individuals can only apply for one grant in the round July-December 2025 and services can only apply for one group training in the round July – December 2025. However, there is no limit to the number of individual applications per organisation.

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

Applications received after the applications deadline are not considered by the decision panel. However, new NADA member services may be eligible for a grant outside of session, subject to funding availability.

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

Yes. However, it is important to note that while NADA acknowledges the difficulty in registering and paying for a course when you are unsure of whether you will have funds available, NADA will be unable to reimburse costs incurred if a grant application is ultimately unsuccessful. In some cases, courses are full before we are able to notify you of the application outcome and you may miss out on your preferred training regardless of your application being successful for funding.

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

Submitting an application to the NADA Training Grant panel does not guarantee a grant. There may be several reasons why applications are unsuccessful:

- 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.

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

The NADA Training 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.

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

The NADA 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 20).

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

Training organisations set their own criteria for registration and payment of courses. The NADA 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 has been attended.

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

Your reimbursement can be claimed once you have attended and completed the training, as well as have submitted the relevant paperwork in the timeframe noted on your approval letter.

To claim the funds, you must provide NADA with:

- a Member Grant Reimbursement Application form
- an itemised tax invoice from your organisation to NADA. This tax invoice must include:
 - A valid ABN
 - 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 (in line with the cap for course costs), you can invoice NADA for \$450 + \$45 GST = \$495
 - The funds claimed must not exceed the amount approved under the grant program.

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

No. The NADA Training Grants Program only allows NADA to reimburse member organisations directly following the receipt of the relevant paperwork (see Question 20). If you paid directly, you will have to arrange reimbursement from your organisation according to your own organisation's finance process.

23. 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.

24. I can't attend the course, can my colleague go instead?

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

25. What do I do if I was unable to attend the course?

If you are unable to attend the approved training within the grant round timeframe, you must inform NADA immediately. NADA is unable to reimburse any course related expenses if the course has not been attended. Please notify us as soon as possible if you are unable to use your grant as we may be able to reallocate the funds to another eligible applicant.

26. Can I ask for an extension 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 (January-June or July-December), you must inform NADA immediately. NADA may be able to assist in finding an alternative 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.