



**NACCHO**  
National Aboriginal Community  
Controlled Health Organisation



National FASD Campaign: Stream 4

FASD Communications and Engagement Grant

**FUNDING OPPORTUNITY GUIDELINES**

March 2023



## Contents

<b>1. FASD Grant Objectives and Purpose</b> .....	3
<b>2. Who is eligible for the FASD Grant?</b> .....	4
<b>3. Funding amount</b> .....	4
<b>4. How much FASD Grant funding can I apply for?</b> .....	4
<b>5. Eligible Activities</b> .....	4
<b>6. Ineligible Activities</b> .....	5
<b>7. How does the FASD Grant process work?</b> .....	5
<b>8. Applying for the FASD Grant</b> .....	7
<b>9. When do applications open and close?</b> .....	7
<b>10. How will my application be assessed?</b> .....	8
<b>11. Approval</b> .....	8
<b>12. If your application is successful</b> .....	8
<b>13. If your application is unsuccessful</b> .....	8
<b>14. Direct Contact</b> .....	9
<b>15. FASD Grant Agreements</b> .....	9
<b>16. FASD Grant payments</b> .....	9
<b>17. FASD Grant expenditure</b> .....	9
<b>18. Tax obligations</b> .....	10
<b>19. FASD Grant Evaluation</b> .....	10
<b>20. Other things you should know</b> .....	10
a) Conflict of interest .....	10
b) Use of your information.....	10
c) Confidential and personal information.....	11
d) Probity.....	11
e) Terms and conditions.....	11

## Purpose of these guidelines

The purpose of these guidelines is to outline the process, key details, and requirements of the FASD Grant opportunity under Stream 4 of the National Fetal Alcohol Spectrum Disorder (FASD) campaign funded by the Department of Health and delivered by NACCHO in partnership with the Foundation for Alcohol Research and Education (FARE).

For further assistance or information please consult the NACCHO FASD Grant webpage at [www.naccho.org.au/fasd/grant](http://www.naccho.org.au/fasd/grant) or contact the NACCHO FASD Grants team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au).

### 1. FASD Grant Objectives and Purpose

NACCHO is delivering *Stream 4: Aboriginal and Torres Strait Islander peoples in rural and remote communities (MM4-7)* of the National FASD Campaign in collaboration with the National FASD Campaign Working Group. The objectives of the communication campaign, called Strong Born, are:

- Raise awareness of FASD and the harms of drinking alcohol while pregnant and breastfeeding, among Aboriginal and Torres Strait Islander peoples in rural and remote communities (MM4-MM7)
- Support people with FASD and their families and carers, by understanding what FASD is, and the services that may be available for individuals and families
- Development of a range of culturally appropriate materials and templates to raise awareness of the harms of drinking alcohol while pregnant

The FASD Grant will support Aboriginal Community Controlled Health Organisations (ACCHOs) to develop and deliver highly-localised, place-based communications materials as well as engagement activities to enhance and extend the Strong Born campaign and respond to local needs.

The intended outcomes of the FASD Grant are:

- Increased awareness of FASD and the harms of drinking while pregnant and breastfeeding
- Increased support for people with FASD and their families and carers, including awareness of services that may be available
- Increased number of, and access to, culturally appropriate FASD materials and templates
- Increased capability of multi-disciplinary ACCHO staff, community members and families affected by FASD to support people with FASD



## 2. Who is eligible for the FASD Grant?

The FASD Grant will be made available across two grant rounds. NACCHO Members located in rural and remote areas in MM4-MM7<sup>1</sup> will be eligible in Round 1 in March. NACCHO Members located in MM1-MM3 will be eligible for Round 2 which will open in May.

All eligible ACCHOs are strongly encouraged to apply, regardless of whether they deliver FASD-specific programs. Eligible ACCHOs are able to deliver a place-based response in collaboration with other community-controlled organisations and communities.

## 3. Funding amount

A maximum funding pool of up to \$1,600,000 (GST exclusive) is available for the FASD Grant which will occur across 2 tranches.

## 4. How much FASD Grant funding can I apply for?

Eligible ACCHOs can apply for between \$5,000 to 60,000 (GST exclusive) of FASD Grant funding noting:

1. Only one application per organisation can be submitted.
2. Funding can be used on more than one eligible activity (see Section 5).
3. Funding cannot be used on ineligible activities (see Section 6).

## 5. Eligible Activities

Eligible Activities are broad in nature and will vary between organisations. Eligible activities may include one or more of the following:

1. Creation of locally relevant communications materials and resources raising awareness of FASD and the harms of drinking alcohol while pregnant and breastfeeding
2. Hosting community events and yarning circles
3. Running information sessions for staff members
4. Production of additional copies of the 'Strong Born' campaign materials
5. Translation or adaptation of 'Strong Born' campaign materials and/or key messages into Aboriginal and Torres Strait Islander languages

---

<sup>1</sup> <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>

## 6. Ineligible Activities

While the eligible activities under the FASD Grant are purposefully broad in nature, there are some FASD Grant ineligible activities. Ineligible activities that the FASD Grant cannot be used for are:

- Staff wages
- General administration costs for your organisation
- Capital expenditure
- Expenditure or activities that do not relate to FASD

## 7. How does the FASD Grant process work?

There are 6 steps from application to FASD Grant reporting.

### 1. Applicants complete the FASD Grant Application form

ACCHOs will need to complete all questions in the application form (see Section 8).

### 2. Applications assessed by the NACCHO FASD Grants team

The NACCHO FASD Grants team will assess the application against the eligibility criteria. NACCHO will have the final decision to approve ACCHOs for FASD Grant funding. You may be asked to participate in a Direct Contact session with an independent committee to discuss your application to determine the appropriate amount of funding to be allocated. See Section 14 for more information.

### 3. Successful applicants notified

The NACCHO FASD Grants team will email the ACCHO to advise them of the outcome of their application. ACCHOs who are unsuccessful in their application may not be notified until the FASD Grant Agreements have been executed with successful applicants.

### 4. FASD Grant Agreements established

NACCHO will enter into a FASD Grant Agreement with the ACCHO.

### 5. FASD Grant funding paid

FASD Grant funding is paid to the ACCHO so that eligible activities can be carried out as prescribed in their FASD Grant Agreement.

### 6. FASD Grant Reporting

The ACCHO who receives FASD Grant funding submits the surveys and reports in accordance with their FASD Grant Agreement. This will include a Financial Acquittal report and participation



in an evaluation process through for example, an Outcomes and Satisfaction Survey, to be provided by 10 February 2024. Other ad hoc reporting may be required.

## 8. Applying for the FASD Grant

To apply for the FASD Grant, you will need to complete an **Application Form**, which asks key questions about your organisation and proposed activities.

If you need assistance to complete your Application Form, please contact the NACCHO FASD Grants team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au).

Once you have completed the Application Form, please send it to the NACCHO FASD Grants team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au). Please put your organisation name and “FASD Grant” in the subject title.

## 9. When do applications open and close?

FASD Grant applications will open as per the timelines below:

Applications open	Applications close	Successful applicants notified
<b>1 March 2023</b>	<b>23:00 AEST 22 March 2023</b>	<b>From 26 April 2023</b>

The NACCHO FASD Grants team are here to support you in your application. A Frequently Asked Questions document is available on the NACCHO FASD Grant webpage at [www.naccho.org.au/fasd/grant](http://www.naccho.org.au/fasd/grant) and will be updated fortnightly during the application period.

The NACCHO FASD Grants Team will consider late applications, received after the application close deadline on a case-by-case basis. If you are unable to meet the application close deadline, or need support in completing the application, please let the NACCHO FASD Grants Team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au) know as soon as possible.

The NACCHO FASD Grants team will make the final determination about whether to accept a late application after the round has closed.

## 10. How will my application be assessed?

The NACCHO FASD Grants team will assess your application based on:

- Your eligibility (see Section 6)
- Whether your application will achieve value for money
- Appropriate completion of the application
- The available funding for this round

## 11. Approval

Following assessment (see Section 10), the NACCHO FASD Grants team will decide which FASD Grant applications are successful. Your application may not be successful if:

- You do not complete the application process (see Section 7)
- You do not meet the specified eligibility criteria (see Section 2)
- Your proposed activity is not an Eligible Activity (see Sections 5 and 6)
- You do not meet other requirements of the application process, such as agreeing to meet the conditions of the FASD Grant (see Section 7.6)
- You are the subject of legal action or are convicted of fraud.

For questions regarding your application, please email [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au). Please allow up to 3 business days for responses to your submitted question. Questions must be lodged by 17 March 2023 to ensure responses are provided before the application close date.

## 12. If your application is successful

You will be notified of the outcome of your application from **26 April 2023**. If you wish to withdraw your application, you can do so before all FASD Grant Agreements have been fully executed by contacting the NACCHO FASD team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au).

## 13. If your application is unsuccessful

Unsuccessful applicants will be notified by [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au).



## **14. Direct Contact**

You may be asked to select a time for a Direct Contact session with an independent committee. These sessions will be conducted over video-conference or telephone, and you will be requested to nominate an attendee from your organisation or consortium. It is suggested only one to two representatives attend the Direct Contact session; however, you can request for additional attendees to attend.

The attendee/s must have an understanding of the organisation's capacity to deliver the activities proposed in the application, the priorities of the organisation, and have the authority on behalf of the organisation to agree to the funding amount and activities the organisation wishes to undertake with the NACCHO FASD Grants team.

The output of the Direct Contact session will be a tailored FASD Grant Agreement that confirms the activities and reporting requirements for the funding.

## **15. FASD Grant Agreements**

Once the FASD Grant Agreement has been finalised, recipients will be notified via email.

The FASD Grant Agreement must be signed by an authorised officer with authority to legally bind the applicant by **3 May 2023**.

You should not make financial commitment until a FASD Grant Agreement has been executed and you have received the funds from NACCHO.

## **16. FASD Grant payments**

Applicants will be asked to nominate their bank account details in the application form. Please ensure the banking details provided are correct.

Once a FASD Grant Agreement has been signed and returned, NACCHO will process and disperse your grant funding within 10 business days as a lump sum payment. Please allow additional time for your banks processing.

## **17. FASD Grant expenditure**

FASD Grant monies must be expended by 10 February 2024. However, if you are having trouble expending your FASD Grant monies by this date please contact the NACCHO FASD Grants team at [fasdprograms@naccho.org.au](mailto:fasdprograms@naccho.org.au) to discuss options.



## 18. Tax obligations

FASD Grant funding may be subject to Goods and Services Tax (GST) depending on the GST registration status of the recipient.

## 19. FASD Grant Evaluation

The Aboriginal Drug and Alcohol Council of South Australia (ADAC), The University of Adelaide and the South Australian Health and Medical Research Institute (SAHMRI) have been engaged to evaluate the impact of the FASD Grant. Your de-identified responses within this application form and the post-grant satisfaction survey may be used to evaluate the FASD Grant, should you consent to this process. This evaluation is pending approval.

No personally identifying information will be provided to the evaluation team. Your application form will be de-identified by NACCHO, and de-identified data will be held in the strictest confidence on SAHMRI's secure servers. De-identified information provided is bound by the Privacy Act and will only be used for the purposes of evaluating this program, and for NACCHOs ongoing advocacy efforts around FASD and supporting ACCHOs.

Your responses, including regarding consent or non-consent to your de-identified information being used as part of the grant evaluation, **WILL NOT** impact the prospect of receiving the FASD Grant or your eligibility for future NACCHO grants/programs.

If you have any concerns or questions about the evaluation you can contact:

- Evaluation chief investigator: Associate Professor Scott Wilson, Director, Aboriginal Drug and Alcohol Council of South Australia (ADAC); 155 Holbrooks Rd, Underdale SA 5032, Australia; (e) [scott@adac.org.au](mailto:scott@adac.org.au)
- Evaluation investigator: Professor Caroline Miller, The University of Adelaide & South Australian Health and Medical Research Institute (SAHMRI); North Terrace, Adelaide SA 5000, Australia; (e) [PopulationHealth@sahmri.com](mailto:PopulationHealth@sahmri.com)

## 20. Other things you should know

### a) Conflict of interest

As part of your application, you will be asked to declare any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest in relation to your FASD Grant application.

### b) Use of your information

Your organisation's name, ABN and jurisdiction will be provided to the Department Health and Aged Care (DoHAC) for the purpose of due diligence in accepting the list of successful applicants. This information may be provided to the office of the Minister for Health and Aged Care for the purpose of an announcement of the outcomes of FASD Grant funding.

Information that is not confidential and personal information (see 20.c) may be used to help inform the Strong Born campaign and its evaluation, and to inform future advocacy to Government for future FASD policy and programs.

#### c) Confidential and personal information

The NACCHO FASD Grants team will treat your information as ‘confidential information’ if the information is clearly identified as confidential and the information has the necessary quality of confidence (that is, it must be significant information which is private and not already in the public domain).

Information that is, or becomes, public knowledge (other than by breach of any confidentiality obligation) will not be considered to be confidential information.

NACCHO is bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Act 1988 (Cth). The APPs regulate how the NACCHO may collect, use, disclose and store personal information.

‘Personal information’ under the Privacy Act 1988 means information or an opinion (whether true or false) about a natural person who is reasonably identifiable.

#### d) Probity

The program will work to ensure that the FASD Grant process is as fair as possible; according to the published guidelines; incorporates appropriate safeguards against fraud, conflicts of interest, unlawful activities and other inappropriate conduct.

#### e) Terms and conditions

The terms and conditions contained in the FASD Grant Agreement are non-negotiable. It is expected that the Terms and Conditions contained in the FASD Grant Agreement will be the same for all recipients.