



NACCHO
National Aboriginal Community
Controlled Health Organisation



FASD Communications and Engagement Grant

Round 3

FUNDING GUIDELINES

June 2024



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Purpose of these guidelines

The purpose of these guidelines is to outline the process, key details, and requirements of the Fetal Alcohol Spectrum Disorder (FASD) Grant opportunity offered by NACCHO.

For further assistance or information please consult the NACCHO FASD Grant webpage at www.naccho.org.au/fasd/grant or contact the NACCHO FASD Grants team at fasdprograms@naccho.org.au.

1. FASD Grant Objectives and Purpose

NACCHO developed the Strong Born Campaign in collaboration with the National FASD Campaign Working Group. The objectives of Strong Born are to:

- Raise awareness of FASD and the harms of drinking alcohol while pregnant and breastfeeding, among Aboriginal and Torres Strait Islander peoples.
- 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 and training activities to enhance and extend the Strong Born campaign and respond to local needs.

The intended outcomes of FASD Grant Round 3 are:

- Increased community knowledge and awareness about the harms and consequences of drinking during pregnancy or when planning a pregnancy.
- Increased knowledge in frontline professionals, including FASD training to frontline workers engaged in supporting community.
- Increased support for people with FASD, as well as parents, carers, and families by continuing to expand the range and type of FASD resources available, including information about support services available.

2. Who is eligible for the FASD Grant?

FASD Grant Round 3 is open to any NACCHO member services and consortiums in all MM ratings. All ACCHOs are strongly encouraged to apply, regardless of whether they currently



deliver FASD-specific programs or have received funding under Grant Round 1 or 2 previously. Eligible ACCHOs will be 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 \$1,000,000 (GST excl) is available for FASD Grant Round 3.

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

ACCHOs with active client numbers of **1 to 3,500 people per annum may apply for up to \$40,000** (excl GST) in grant funding.

ACCHOs with active client numbers of **3,501 or more per annum may apply for up to \$60,000** (excl GST) in grant funding.

Eligible ACCHOs should indicate the specific funding amount they are applying for in the **Application Form**. If your annual client numbers are less than 3,500, please ensure the total funding requested does not exceed \$40,000 (excl. GST). Please reach out to fasdprograms@naccho.org.au if you have questions about this guideline or would like to apply for an exception to this threshold.

Please note:

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 strengths-based locally relevant communications materials and resources by utilising existing 'Strong Born' campaign materials, or adapting the Strong Born strengths-based messages, to raise awareness of FASD and the harms of drinking alcohol while pregnant and breastfeeding.
2. Hosting FASD community events, camps and/or yarning circles.
3. Running FASD information and/or training sessions for staff members.



4. Promoting the Strong Born campaign on multimedia platforms, such as TV, radio, billboards or social media.
5. Translation or adaptation of 'Strong Born' campaign materials and/or key messages into Aboriginal and Torres Strait Islander languages.
6. Production of additional copies of the 'Strong Born' campaign materials.
7. Running FASD training and awareness workshops for clinicians, ACCHO staff and/or community.

Examples of activities delivered in previous rounds include:

1. Creating your own Strong Born posters or free merchandise (such as mugs, polos, calendars etc) featuring local artwork or local mums, bubs and/or families using the customisable Strong Born poster templates provided.
2. Community engagement events, such as a BBQ or Strong Born Buy Swap Sell market, and Strong Born camps.
3. Advertise the Strong Born campaign on billboards, local TV or radio.
4. Translating the Strong Born community booklets/animations into local languages.
5. Printing additional localised merchandise and booklets.

Please see the attached **Activity Support Kit** for more detail on eligible activities and example work from previous grant rounds.

6. Ineligible Activities

While the eligible activities under the FASD Grant are purposefully broad in nature, there are some activities the grant cannot fund. Ineligible activities are:

- General administration costs for your organisation e.g. to cover rent and utilities
- Capital expenditure e.g. vehicles, buildings or large pieces of equipment
- Expenditure or activities that do not relate to FASD
- Staff wages are not payable

7. How does the FASD Grant process work?

There are a few steps involved from applying to acquitting the FASD Grant.

1. Applicants complete the FASD Grant Application form (June/July)

ACCHOs will need to complete all questions in the **Application Form** (see Section 8).

2. Applications assessed by the NACCHO FASD team (July)

The NACCHO FASD team will assess the application against the eligibility criteria. NACCHO will have the final decision to approve ACCHOs for FASD Grant funding. The FASD team may reach out to discuss and clarify any questions about your application during this time. See Section 14 for more information.

3. Successful applicants notified (August)

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 (August)

NACCHO will enter a FASD Grant Agreement with successful applicants.

5. FASD Grant funding paid (August/September)

In most cases, the full grant funding will be paid upfront. Successful applicants can begin to implement activities according to their FASD Grant Agreement immediately.

6. FASD Grant Implementation and Reporting (September 2024 – May 2025)

Grant reporting requirements will be outlined in each FASD Grant Agreement. All recipient organisations will need to complete a Final Acquittal Report in a provided template. In most cases, this will be the only report required.

A post-grant survey or final impact evaluation may be required to enable NACCHO and your organisation to better understand the campaign's effectiveness and enable NACCHO to advocate for future FASD funding to the sector. This will be discussed during the drafting of the Grant Agreement and will depend on the activities proposed.

7. Grant close-out (on or before May 2025)

Grant activities should conclude before 2 May 2025. All funds should also be expensed by this date. Final Acquittal Reports will be due 1 month after activities conclude and requires a short breakdown of final expenditure.

NACCHO reserves the right to request the return any unspent funds at the end of the implementation period.

8. Applying for the FASD Grant

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

The NACCHO FASD team are here to help. If you need assistance to complete your Application Form please contact fasdprograms@naccho.org.au

Once you have completed the **Application Form**, please send it to the NACCHO FASD team at fasdprograms@naccho.org.au

Please include 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
Wednesday 26 June 2024	23:00 AEST Friday 19 July 2024	August 2024

The NACCHO FASD Team will consider late applications 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 Team at fasdprograms@naccho.org.au know as soon as possible.

The NACCHO FASD 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 organisation’s eligibility (see Section 2)
- The eligibility of your proposed activities (see Section 6)
- Whether your application will achieve the grant objectives (see Section 1) and represents value for money
- Appropriate completion of the application (see Section 7)



- The available funding for this round
- Your location and MM rating
- The size and client base of your organisation
- Innovation in engaging the community to promote the grant objectives
- General requirements of the application process, such as agreeing to meet the conditions of the FASD Grant and whether your organisation is the subject of legal action or are convicted of fraud.

11. If your application is successful

You will be notified of the outcome of your application in **August 2024**. 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

Successful applicants are eligible to receive Strong Born Baby Bags for expectant mums. More information about these bags will be provided when the application outcome has been decided.

12. If your application is unsuccessful

Unsuccessful applicants will be notified by fasdprograms@naccho.org.au

13. Application follow-up

To ensure applications are evaluated equitably, the FASD team may reach out to discuss your application during the evaluation stage. This will involve a virtual meeting, with any specific questions shared in advance. Please ensure your attendees have a clear understanding of your organisation's application, capacity to deliver the proposed activities and the authority/delegation to agree on your organisation's activities and proposed funding amount.

14. 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 in **August 2024**.

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

15. FASD Grant payments

Applicants will be asked to nominate their bank account details as part of the Grant Agreement drafting process. Please ensure the banking details provided are correct.

Once a FASD Grant Agreement has been signed and returned, NACCHO will endeavour to process and disperse your grant funding within 10 business days. In most cases, all funds will be disbursed as an advance lump sum payment. Please allow additional time for your bank's processing.

16. FASD Grant expenditure

FASD Grant monies must be expended by **2 May 2025**. However, if you are having trouble expending your FASD Grant monies by this date please contact the NACCHO FASD team at fasdprograms@naccho.org.au to discuss options.

17. Tax obligations

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

18. FASD Grant Evaluation

NACCHO may be required to evaluate the success and key campaign findings from the FASD grant. This evaluation will likely be conducted by a third party.

No personally identifying information will be provided to the evaluation team. Your de-identified responses within this application form, the Final Acquittal Report and any post-grant satisfaction survey may be used to evaluate the FASD Grant. De-identified information provided is bound by the Privacy Act and will only be used for the purposes of evaluating this program, and for NACCHO's ongoing advocacy efforts around FASD and supporting ACCHO's.

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, please contact the NACCHO FASD team at fasdprograms@naccho.org.au

19. Additional information

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 19.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 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; and 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.