



# UWA LDAG Small Grants Scheme

## Conditions and Guidelines

### WHO CAN APPLY & HOW MUCH CAN YOU APPLY FOR?

The **UWA LDAG Small Grants Scheme** aims to support and resource members of the UWA community to undertake activities which prevent and/or reduce hazardous or harmful alcohol and other drug use among students.

Any group/member of the UWA community has the opportunity to apply for up to \$500 per application, to support alcohol or other drug-related initiatives.

All approved funds will be reimbursed on presentation of proof of purchase after the project completion.

### SELECTION CRITERIA

Successful project grants MUST address at least one of the following:

- Prevent the use of alcohol or other drugs by students;
- Reduce the risk of harm associated with alcohol or other drug use by students (harm minimisation);
- Raise awareness of alcohol and other drug- associated issues;
- Raise awareness of alcohol and other drug or mental health support services on campus;
- Satisfy a research need related to alcohol and other drugs within the UWA community.

Applicants must demonstrate community need and support for the project.

### WHAT WILL NOT BE FUNDED

- Significant funding for purchase of capital items unless a particular need has been identified and discussed with the UWA LDAG /health promotion Working Group (e.g. computers, vehicles or capital buildings)
- Initiatives by groups who have not fulfilled previous accountability requirements
- Direct funding to pay wages (unless funding consultants for professional development or a train-the-trainer pathway)
- Direct significant funding to travel or for accommodation (no more than 25% of total grant)
- Duplication of existing relevant initiatives
- Projects that are associated with unhealthy products or practices such as the promotion of excessive alcohol or other drug consumption
- Initiatives that receive support, funding, or endorsement from the alcohol or tobacco industries in any way

### WHAT SHOULD BE INCLUDED IN THE FUNDING APPLICATION

- Successful applications must specify:
  - The alcohol or other drug focus in the project

- The project objectives and corresponding strategies for achievement
- Demonstrated support from the target group
- How UWA LDAG will be promoted during the project
- How you plan to utilise or promote existing services at UWA or externally (e.g. UWA Alcohol and Other Drug Counselling Service, UWA Medical Centre or Counselling and Psychological Services)
- All supporting documents (see application form)

## USE OF FUNDS RECEIVED

- Expenses (up to \$500) will be reimbursed by the UWA LDAG upon presentation of proof of purchase
- Groups receiving project funds must expend them on the project as initially described in the application
- Any amendments to the project should be forwarded to the UWA LDAG Committee before commencement
- Groups undertaking projects should present original receipts to a UWA LDAG Committee member for reimbursement of funds as approved.

## GRANT APPLICATION AND APPROVAL PROCEDURE

### STEP 1

**Bring us your idea!** Applicants must have a preliminary meeting with the UWA HPU to discuss their proposed project plan. The Health Promotion Unit will be able to advise whether the project will meet the criteria for the grant, and can provide assistance in filling out the application.

### STEP 2

**Submit Funding Application.** The application must be submitted at least 4 weeks prior to the Project Commencement Date. Applications are submitted by emailing all documents to [healthpromotion@uwa.edu.au](mailto:healthpromotion@uwa.edu.au)

### STEP 3

The UWA HPU funding committee will review your application and request additional information if required.

### STEP 4

**Notification of Outcome.** Applicants will be advised if their application was successful or not.

### STEP 5

**Evaluation of Project.** Applicants must complete an Evaluation of their project using the Evaluation documents provided. At least one month post Project Completion Date the applicant must present their evaluation at the next following College Row Health Promotion Working Group meeting.

## SUPPORT AND FURTHER INFORMATION

For further information, ideas or support, contact the UWA Health Promotion Unit on 6488 3173 or [healthpromotion@uwa.edu.au](mailto:healthpromotion@uwa.edu.au)



## UWALDAG Campus Small Grants Scheme Application Form

Please complete and submit this application with any additional documentation that you think will support your application for a Small Grant. You must meet with a UWA Health Promotion Unit staff member prior to filling out this form.

### Overview details

Contact Person

Mobile

Email

Group Name

Project Name

Total funding being requested from UWA LDAG (up to \$500.00)

Total Cost of Project (including contributions and in-kind support from other sources)

Project start date

Project completion date

Have you discussed your idea with a UWA HPU Staff member?

- YES
- NO

### Project Details

Give a brief overview of your initiative. Include what would you like to fund, who in your community are you aiming to reach and why and your location.

How many people do you anticipate this project will reach?

How many volunteer hours do you anticipate will go into organising and implementing this project?

Why do you think this project is needed in your community?

What does the project aim to do? (tick all that apply)

- Reduce the risk of harm associated with alcohol use by students
- Reduce the risk of harm associated with other drug use by students
- Raise awareness of alcohol and other drug-associated issues
- Raise awareness of alcohol and other drug or mental health support services on campus;
- Satisfy a research need related to alcohol and other drugs within the UWA community
- Other

Project objectives: what do you hope to achieve?

What activities/strategies will you undertake to achieve your objectives?

Please indicate any key internal or external stakeholders in the community who you have formed a partnership with or who have provided support for the project.

Select from the drop down menu and describe the type of support in the text box provided.

**Internal**

**External**

Provide contact details for a UWA Community Member who supports the proposed project.

Name

Role in the Community

Email

Contact Number

## FUNDING & BUDGET MANAGEMENT

Have you sourced any in-kind contributions from the community for the project? For example: venue hire, catering, equipment hire, the cost of someone’s time etc. If yes, please document below.

Name	Time	Approx Cost
Name	Time	Approx Cost
Where	What	Approx Cost
Where	What	Approx Cost
Where	What	Approx Cost
		Total

Budget (attach supporting quotes)

Item	Cost
Item	Cost
Item	Cost
Item	Cost
Item	Cost
Item	Cost
Total	

## Declaration

**We/I agree that the information presented in this application form is correct and will abide by the following conditions if the application is approved by the UWA Local Drug Action Group.**

- Acknowledge the support of UWA LDAG verbally and display promotional materials as requested
- Use the grant funds for the approved purpose only
- Seek approval from UWA LDAG for any significant changes related to the project (E.g. timing, budget)
- Provide within **four weeks** of the completion of the project an evaluation of the project strategies
- Acknowledge the right of UWA LDAG to terminate this agreement if the project is not carried out according to the agreed proposal
- Will distribute alcohol and other drug resources as appropriate and as directed by UWA Health Promotion Unit

**Signature:**

**Date:**

**Name:**

Please forward your completed application form to the **UWA Health Promotion Unit** at [healthpromotion@uwa.edu.au](mailto:healthpromotion@uwa.edu.au)

Learn more at [fitforstudy.uwa.edu.au](http://fitforstudy.uwa.edu.au)