

STRIVE TIMELINE

A basic guide to planning and implementing STRIVE projects.

At Least 3 Months Prior

- Branch Meetings – discuss community needs & initiatives and projects to meet those needs. Decide on what projects could be **suited for STRIVE funding**. Ask yourself, **is LDAG the most appropriate organisation to be asking for funding for this project**. Discuss external funding opportunities* - leave enough time as most external funding requires 4 months plus.
- Look into the STRIVE funding Round dates, and make sure there is enough time.
- Set a project start date that adheres to STRIVE guidelines and dates.
- Contact the LDAG Inc. office to discuss the project and go through the guidelines.
- Discuss recommendations at the next LDAG branch meeting or via email with other LDAG branch members to gain support. Emails of support can be submitted in lieu of branch minutes where appropriate (and must be discussed with a staff member in the LDAG Inc. head office).
- Collate quotes from suppliers to support the STRIVE application.
- Contact other organisations for support ranging from services to in-kind donations. Go to the links page for ideas www.localdrugaction.com.au
- Write the STRIVE application. Don't forget your signatures, budget, merchandise order form, quotes, meeting minutes and any other supporting documents (tick off the checklist for help with this, or contact us).
- Send the STRIVE application in prior to closing date for review and possible amendment in conjunction with the Project Support Officer.
- You will be notified the STRIVE application has been received. If concerned, call the LDAG Inc. office to confirm.
- You will be notified in writing (email) of the outcome of the STRIVE review subcommittee and the Board of Management of that STRIVE funding round as soon as possible. This is an email notifying you the outcome of your funding application with a formal letter. If approved the formal letter will outline the funding category and the amount that has been approved (which is sometimes less than the amount requested and is therefore important to refer back to). This letter is accompanied by the STRIVE evaluation form, financial forms, and other forms necessary to the approved application. Please contact the LDAG Inc. office at this stage if you have not received your written notice of your application.
- LDAG branch to source products and services in line with funding agreement. Artwork for resource production (which could range from business cards, wristbands, booklets, brochures etc. to be sent to LDAG Inc. prior to production for review/approval – we will be prompt to meet your production deadlines).

Event Start Date

- LDAG branch to ensure project occurs according to funding guidelines. Changes of cost categories in budget or start dates **MUST be approved by, and are at the discretion of** the STRIVE review subcommittee and **MUST be received for review in writing** to the LDAG Inc. head office – ldaginc@mhc.wa.gov.au. Queries about LDAG promotion materials available can be directed to the Project Support Officer. **Major project changes MUST be submitted in full to the STRIVE subcommittee in the next funding round.**

Next few weeks

- LDAG branch to keep copies of receipts & send originals to LDAG Inc. for payment. The Approval of LDAG Payments form is the most frequently used form however you can use the Application for Reimbursement form also. Just call 1800 LDAG 07 or 08 6553 0257 if you want to know the best way for your particular circumstance. Please use a separate form for each supplier. Forms can be downloaded from the website.

4 Weeks Later

- Complete and return the STRIVE Evaluation form and photo release consent forms and any electronic images and copies of advertising and posters (etc.) to the LDAG Inc. office.