

# ATOD Grant 2: CORE SERVICES

## Form Preview

### Introduction

#### Alcohol Tobacco and Other Drug Treatment, Support and Harm Reduction Core Services

Thank you for your interest in the Alcohol Tobacco and Other Drug Treatment, Support and Harm Reduction Core Services - Grant Opportunity 2024.

The Alcohol Tobacco and Other Drug Treatment, Support and Harm Reduction Core Services Grant Opportunity gives non-government organisations the opportunity to provide services and/or programs that aim to enhance the alcohol, tobacco and other drug (ATOD) treatment, support and harm reduction services in the ACT, and reduce the harms experienced by people and their families.

You will need to read the [Alcohol Tobacco and Other Drug Core Services Grant Guidelines \(Grant Guidelines\)](#) and the [Alcohol Tobacco and Other Drug Strategic Investment Plan \(Strategic Investment Plan\)](#) to ensure you are aware of all the grant process requirements before commencing your application.

Applicants should explicitly articulate any service/program and service category interdependencies within both the text box responses and the [Pricing Schedule](#).

For more information about this grant opportunity, please refer to the [Alcohol and Other Drugs - Commissioning](#) or email [ATODpolicy@act.gov.au](mailto:ATODpolicy@act.gov.au).

### Grant Eligibility - General

\* indicates a required field

#### Service Location

**Will the proposed service/programs be delivered in the ACT? \***

- Yes
  - No (your application is ineligible and you will not be able to proceed any further)
- If yes, please proceed.

#### Organisation Eligibility

To be eligible to apply for this grant, applicants must have an Australian Business Number (ABN) or Australian Company Number (ACN), be registered for the purposes of GST, have an account with an Australian financial institution, and be one of the following entity types.

**What type of organisation are you? \***

- a company incorporated in the ACT under the Associations Incorporation Act 1991
- a company limited by guarantee and incorporated under the Corporations Act 2001 (Commonwealth)
- an incorporated association

# ATOD Grant 2: CORE SERVICES

## Form Preview

- a joint (consortia) application with a lead organisation (refer to section 4.1 of grant guidelines for further guidance)
- a registered charity or not-for-profit organisation
- a not-for-profit organisation with other legal status (please specify below)
- a publicly funded research organisation
- an incorporated trustee on behalf of a trust

### Is your organisation a registered Aboriginal and Torres Strait Islander Enterprise?

\*

- Yes
- No

### Other legal status details

### If you are a not-for-profit with other legal status, please describe that status here

\*

### Please attach any documents that support this status

Attach a file:

## Grant Eligibility - Applicant Organisation

\* indicates a required field

### Name of the organisation applying for funding \*

Organisation Name

### ABN of the organisation applying for funding \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	

# ATOD Grant 2: CORE SERVICES

## Form Preview

Tax Concessions

Main business location

Must be an ABN.

### MANDATORY CRITERIA - Governance and Compliance Declaration

The below Declaration assures the Territory that the grant recipient has the capacity to govern, plan and manage the service/program in accordance with ACT Government policies and procedures, and industry and legislative requirements.

**1. Does your organisation have formal processes which describe how the organisation ensures continuous quality improvement, including a clear process for requesting and responding to feedback, and incorporating the voice/experiences of the client/service user? \***

- Yes  
 No

Note: The respondent must be able to provide evidence of formal processes if requested by the Territory.

**2. Does your Organisation have a formal process which describes how the organisation obtains, uses, stores and shares information in line with relevant national/Territory legislation and policy (e.g. privacy, confidentiality, information security and specific technology/data management systems, policies and practices used by the organisation)? \***

- Yes  
 No

Note: The respondent must be able to provide evidence of formal processes if requested by the Territory.

**3. Does your organisation have a formal process which describes how risks are identified, managed, and reported (including for adverse events, financial and reputational risks, fraud and corruption)? \***

- Yes  
 No

Note: The respondent must be able to provide evidence of formal processes if requested by the Territory.

**4. Does your organisation have appropriate insurance to cover delivery of the service/program (including public liability, physical and sexual abuse and professional indemnity insurance, if required)? \***

- Yes  
 No

Note: The respondent must be able to provide evidence/copies of insurance when requested by the Territory.

**5. Does your organisation comply with relevant legislation, regulation, and policy (as required by the service/programs to be delivered)? \***

- Yes  
 No

Note: Examples can be found in the Grant Guidelines. The respondent must be able to provide evidence if requested by the Territory.

# ATOD Grant 2: CORE SERVICES

## Form Preview

**6. Does your organisation comply with relevant accreditation, certification and qualifications (as required by the service/programs to be delivered)? \***

- Yes
- No

Note: Examples can be found in the Grant Guidelines. The respondent must be able to provide evidence/copies of relevant accreditation, industry certifications, professional qualifications/registration if requested by the Territory.

**7. Can your organisation provide the last 3 years of audited financial statements? \***

- Yes
- No

Note: The respondent must provide evidence/copies of audited financial statements if requested by the Territory.

**8. Has your organisation identified any organisational issues or risks\* which may impact the capacity to deliver the service/programs, or which may adversely impact the reputation of the respondent organisation or the Territory as the funding provider? \***

- Yes
- No

Note: If yes, the respondent must provide additional information when requested by the Territory.

\*Risks include any disciplinary action (current or historical) on the part of the organisation taken by a funding body, criminal/civil action taken against the organisation or staff members/contractors in the context of their employment, critical incidents, or failed accreditation.

**9. Do you agree to all Performance Requirements\* under the Grant? \***

- Yes
- No

\*Refer to the 'Performance Requirements' section of the Grant Guidelines.

**10. If you are applying for a grant on behalf of a consortium arrangement, are you able to provide letters of commitment from all agencies identified in a consortium, as well as consortium governance arrangements (including financial management, risk management and reporting arrangements) if requested by the Territory? \***

- Yes
- No
- Not Applicable

Please download and complete a [Statutory Declaration](#) and attach it to your application to support your Compliance and Governance Declaration Responses.

**Attach signed Statutory Declaration \***

Attach a file:

### Supplementary Explanation

If you have answered **No** to questions 1-7, 9 and 10 (if relevant) or **Yes** to question 8, you must provide supplementary explanation/commentary and appropriate evidence as part of this grant response.

# ATOD Grant 2: CORE SERVICES

## Form Preview

\*

**Please attach supporting documentation. \***

Attach a file:

### Reporting for previous ACT Government Grants

**Does your organisation have any overdue reporting requirements for any previous ACT Government Grants or Funding Agreements? \***

- Yes (your application may be deemed ineligible, so please provide more details below)  
 No

**Please provide details about overdue reports for previous ACT Government Grants or Funding Agreements \***

## Contact Details - Applicant Organisation

\* indicates a required field

### Primary Contact - Chief Executive Officer or equivalent

**Name of Chief Executive Officer or equivalent of the applicant organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

This must be the person with ultimate financial and management responsibility for the organisation. It cannot be the project officer, treasurer, finance manager, executive teacher etc unless it is explicitly stated that they have the same authority or are acting as the Chief Executive Officer/Principal/Director or equivalent. This person will receive all official correspondence relating to the application.

**Position title of Chief Executive Officer or equivalent of the applicant organisation \***

Please write in full e.g. Chief Executive Officer

**Postal address for official correspondence \***

Address

<input type="text"/>
<input type="text"/>

# ATOD Grant 2: CORE SERVICES

## Form Preview

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Phone number of Chief Executive Officer or equivalent of the applicant organisation \*

Must be an Australian phone number.  
If it is a landline please include the area code.

### Email address of Chief Executive Officer or equivalent of the applicant organisation \*

Must be an email address.

### Website of applicant organisation \*

Must be a URL.

## Authorised Secondary Contact

### Name of secondary contact person for the applicant organisation. \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

This is the person ACT Health staff will contact for further information or clarification about any aspect of this application if the primary contact is not available.

### Position title of secondary contact person for the applicant organisation \*

Please write in full e.g. Project Officer

### Postal address for official correspondence \*

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Phone number of secondary contact person for the applicant organisation \*

Must be an Australian phone number.  
If it is a landline please include the area code.

### Email address of secondary contact person for the applicant organisation \*

Must be an email address.

## Service/Program Details

# ATOD Grant 2: CORE SERVICES

## Form Preview

\* indicates a required field

### Service/Program Details

**Service/Program name \***

### Outcomes

#### Mandatory reporting

The section below outlines the mandatory outcomes for ATOD Core Services to report on.

#### Optional supplementary reporting

Service providers may wish to report on supplementary outcomes if they are funded through this Grant Opportunity to provide programs that explicitly address the indicators outlined in the [Strategic Investment Plan](#) (Appendix C, optional supplementary service reporting and outcome measures section, p.31-32). If you are proposing to deliver targeted programs and would like to report on non-mandatory supplementary outcomes, please refer to the [Strategic Investment Plan](#) (Appendix C -Service reporting and outcome measures, p.31-32).

**You will need to add additional rows below and select the relevant ATOD Core Services outcomes from the drop-down menu.**

ATOD Core Services Outcomes	Timeframe
Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	

### ATOD Core Services Measures

The section below outlines the mandatory ATOD Core Services measures.

Please refer to the [Strategic Investment Plan](#) (Appendix C -Service reporting and outcome measures, p.29-32) for example tools. Note these have been provided as examples only and are not exhaustive, no specific tools will be mandated. Service providers should detail the tools they anticipate using for reporting. If applicable, services should consider using validated tools tailored to specific demographics (e.g., young people) and culturally specific tools where available.

#### Optional Supplementary Reporting

# ATOD Grant 2: CORE SERVICES

## Form Preview

If you have selected optional outcomes in the section above, please add additional rows to the table below and select the relevant measure.

For example; 'improvement in housing', you will need to select the associated measure, i.e. Number of people reporting an improvement in housing status.

Metric	Collection method
No more than 1 choice may be selected.	Please report to the Service Reporting and Outcome Measures Strategic Investment Plan.

## Populations Requiring Special Consideration

If applicable, grant applications should demonstrate how your organisation/service/programs will improve health and wellbeing outcomes for one or more of the following populations requiring special consideration. Further information regarding populations requiring special consideration is available in the 'Targeted services and programs' section of the [Strategic Investment Plan](#).

### Please select the populations relevant to your proposed service/programs

- Aboriginal and Torres Strait Islander peoples
- Family members and carers of people who use ATOD
- Gender specific services
- People experiencing domestic and/or family violence
- People identifying as LGBTIQ+
- People with co-occurring issues/complex needs, including: older people (65 years +); people diagnosed with chronic health conditions associated with ATOD use; people experiencing gambling harm; people with disability; people with mental health concerns or experiencing mental illness
- People in contact with the criminal justice system
- People with dependents
- Pregnant people and/or people with carer responsibilities
- Young people (including LGBTIQ+ youth, young people in contact with the criminal justice system) aged 10-18 years and 19-24 years
- Not Applicable

## Grant Service Categories - Eligible Grant Activities

### Applicants can apply for funding for one or more of the Service Categories listed below. \*

- Case Management and Care Coordination
- Psychosocial Counselling (non-rehabilitation setting)
- Information and Education
- Day Programs (non-residential rehabilitation)
- Residential Rehabilitation
- Withdrawal Management
- Needle and Syringe Program/s



# ATOD Grant 2: CORE SERVICES

## Form Preview

- Sobering up Shelters
- Family and Carer Support
- Other\*

At least 1 choice must be selected.

- Applicants may provide other treatment, support and harm reduction not elsewhere covered in the Grant Requirements. Note: Further details regarding the Grant Service Categories can be found in Section 3 of the Grant Guidelines. Note: Only include information about the grant Service Category you are applying for in the allocated text boxes provided for that Service Category. Any content in a Service Category text box that does not relate to that Service Category, will not be considered.

## Weighted Criteria Questions

\* indicates a required field

### WEIGHTED CRITERIA 1 - Services to be delivered under the grant (50% Weighting)

Answer all questions related to your chosen Service Category. Applicants should explicitly articulate any service/program and Service Category interdependencies within the text box responses.

**Note:** All Service Categories contain a set word limit. Any text above the set word limit in any text box will not enable you to submit your application.

### Service Category 1: Case Management and Care Coordination

**This weighted criteria requires you to provide information about your proposed Case Management and/or Care Coordination service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia**

# ATOD Grant 2: CORE SERVICES

## Form Preview

arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategies, contemporary evidence, and credible best-practice approaches. \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.**

\*

Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 2: Psychosocial Counselling (non-rehabilitation setting)

**This weighted criteria requires you to provide information about your proposed Psychosocial Counselling (non-rehabilitation setting) service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population**

# ATOD Grant 2: CORE SERVICES

## Form Preview

demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategies, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*

Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 3: Information and Education

**This weighted criteria requires you to provide information about your proposed Information and Education service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population**

# ATOD Grant 2: CORE SERVICES

## Form Preview

demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*

Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 4: Day Programs (non-residential rehabilitation)

**This weighted criteria requires you to provide information about your proposed Day Programs (non-residential rehabilitation) service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population**

# ATOD Grant 2: CORE SERVICES

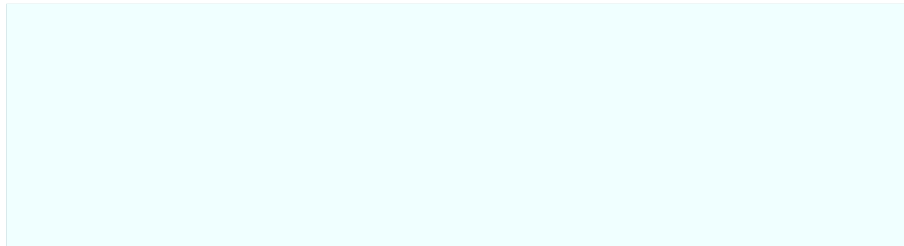
## Form Preview

demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 5: Residential Rehabilitation

**This weighted criteria requires you to provide information about your proposed Residential Rehabilitation service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population**

# ATOD Grant 2: CORE SERVICES

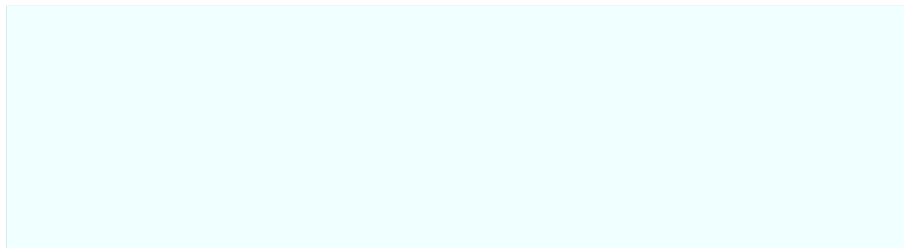
## Form Preview

*demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.*

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

**This weighted criteria requires you to provide information about your proposed Withdrawal Management service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement,**

# ATOD Grant 2: CORE SERVICES

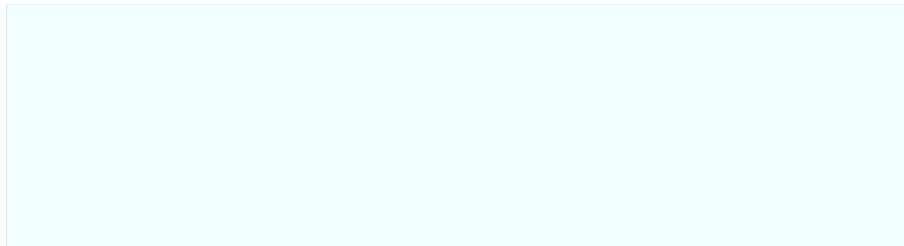
## Form Preview

evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 7: Needle and Syringe Program/s

**This weighted criteria requires you to provide information about your proposed Needle and Syringe service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement,**

# ATOD Grant 2: CORE SERVICES

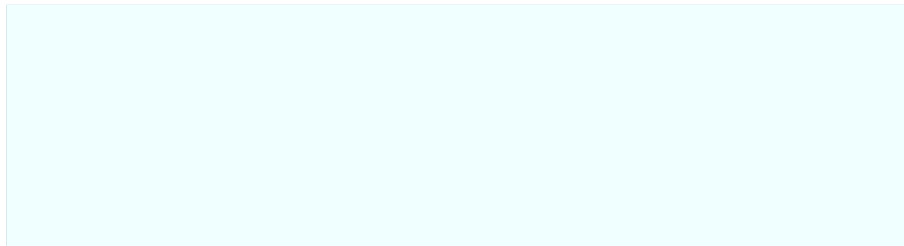
## Form Preview

evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 8: Sobering Up Shelters

**This weighted criteria requires you to provide information about your proposed Sobering Up Shelters service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement,**



# ATOD Grant 2: CORE SERVICES

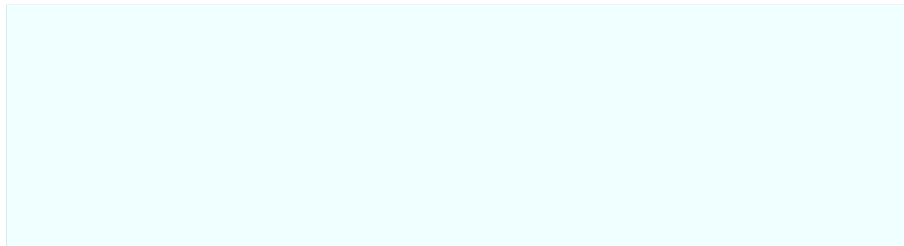
## Form Preview

evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 9: Family and Carer Support

**This weighted criteria requires you to provide information about your proposed Family and Carer Support service/programs.**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia arrangements, reputation and relationships, communications, technology and advancement,**

# ATOD Grant 2: CORE SERVICES

## Form Preview

evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches.** \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.

\*

Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Service Category 10: Other

**This weighted criteria requires you to provide information about your proposed Other service/programs. Applicants may provide other treatment, support and harm reduction not elsewhere covered in the [Grant Guidelines](#)**

**Please refer to the [Grant Guidelines](#) and the [Strategic Investment Plan](#) to inform your response.**

*In addressing this criterion, strong responses will include:*

- Client eligibility criteria (if applicable)
- Service capacity
- Service location/s
- Service staffed hours
- Targeted service/programs
- Service/program characteristics
- Workforce development activities

**1a. Describe how your organisation will deliver this service/programs.**

**1b. Describe how the service/programs that you will deliver will address identified outcomes (as per the Outcomes Reporting section in the Grant Guidelines).**

**1c. Identify risks and challenges\* which may impact the specific service/programs to be delivered, and sustainability of the sector, and describe how they will be addressed by your organisation (including opportunities for innovation)\*\*.\* Risks and challenges may include (but are not limited to) workforce issues, client/population demographics and need, funding, the legal/policy environment, quality and safety, consortia**

# ATOD Grant 2: CORE SERVICES

## Form Preview

*arrangements, reputation and relationships, communications, technology and advancement, evidence, agency, and advocacy. If any of the services/programs are to be sub-contracted, this should be considered as a risk. If the service/program is high risk, describe the processes the organisation has in place to manage this.*

**\*\* Ensure identified risks are specific to this Service Category and that they complement but do not replicate information provided in your Risk Management Plan.**

**1d. Articulate how the service/programs to be delivered is informed and underpinned by relevant Territory and National frameworks and strategy, contemporary evidence, and credible best-practice approaches. \*Refer to the Grant Guidelines, including where relevant, Commissioning objectives (as articulated in the Commissioning Roadmap 2022-2024) and the ACT Drug Strategy Action Plan 2022-2026 objectives to inform your response.**

\*

Word count:

Must be no more than 1500 words.

Please ensure you have addressed 1a, 1b, 1c and 1d within this text box.

## Risk Management Plan

[Risk Management Plan template](#)

**Please attach a completed Risk Management Plan using the template provided. Ensure your Risk Management Plan captures all potential and actual risks which may impact any services/programs delivered under any of your chosen service categories. Only one Risk Management Plan is required regardless of the number of Service Categories applied for. \***

Attach a file:

## WEIGHTED CRITERIA 2 - Relevant Experience (30% Weighting)

**This criteria relates to your organisational experience and capability to provide the services/programs as outlined in your responses within the application (services/programs to be delivered).**

**Note:** Applicants should consider their experience and capability across all chosen Service Categories. This response relates to your overall application and not per Service Category.

**2a. Demonstrate your organisational capability to provide the required service/program/s you are proposing under each Service Category. This includes previous relevant experience in providing similar services/programs in the last three (3) years.**

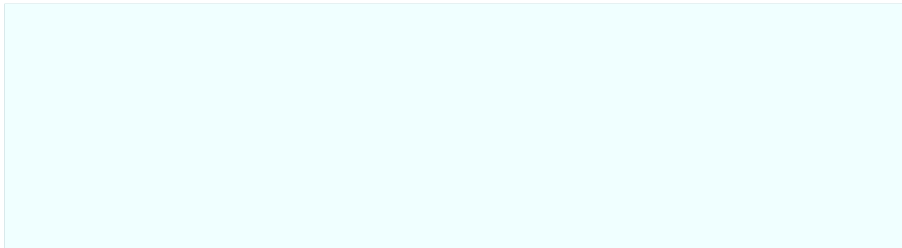
# ATOD Grant 2: CORE SERVICES

## Form Preview

**2b. Demonstrate your experience working with any of the populations requiring special consideration, as identified in the [Strategic Investment Plan](#).**

**2c. Demonstrate your experience working collaboratively with government, other non-government sector partners and the Canberra community to provide high quality service delivery:**

\*



Word count:

Must be no more than 1500 words.

Please ensure you have addressed 2a, 2b and 2c within this text box.

### WEIGHTED CRITERIA 3 - Organisational Capacity and Resourcing (20% Weighting)

**This criteria relates to your organisational capacity and resourcing to support the delivery of the service/programs outlined in your responses within the application (services/programs to be delivered).**

**Note:** Applicants should consider their capacity and resourcing across all chosen Service Categories. This response relates to your overall application and not per Service Category.

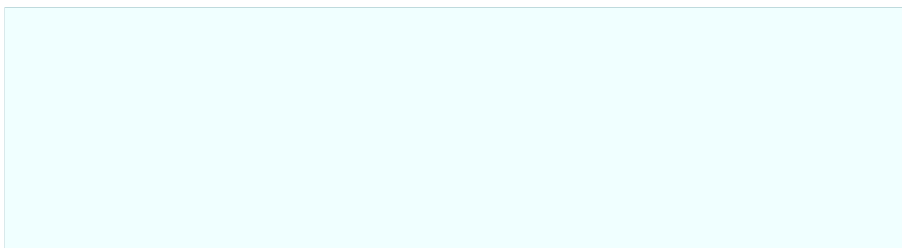
**3a. Provide an up-to-date organisational structure, flow chart (or link) or similar and discuss how your organisational structure will support the delivery of service/programs across Service Categories.**

**3b. Identify the existing resources, assets, staffing etc your organisation requires or has in place to deliver the proposed service/program/s. If relevant, demonstrate access to, or plans to procure/recruit appropriate, equipment, assets, staffing and resources as required to deliver the service/programs.**

**3c. Specify when your proposed service/program/s will reach 100% operational capacity.**

**3d. Describe the roles and responsibilities of key personnel who will be directly involved with the service/programs to be delivered. This includes positions, professional qualifications and registrations held (if required by the role and/or legislation).**

\*



Word count:

# ATOD Grant 2: CORE SERVICES

## Form Preview

Must be no more than 1000 words.  
Please ensure you have addressed 3a, 3b, 3c and 3d within this text box.

### Upload up-to-date organisational structure, flow chart or similar

Attach a file:

## Non-Weighted Criteria

\* indicates a required field

### NON-WEIGHTED CRITERIA 1 - Measurement and Reporting

**Please describe how you will measure and report on the outputs and outcomes of your proposed service/programs across the Service Categories, including consideration of:**

- Data management software (e.g., what systems and processes you will utilise to measure identified outcomes)
- Measurement methodologies (e.g., sample group, timepoints for data collection, context of data collection)
- Measurement tool/s

\*

Word count:

Must be no more than 500 words.

### NON-WEIGHTED CRITERIA 2 - Referees

Please include the contact details of 2 referees who can substantiate/verify previous experience and any claims made within your application:

#### Referee 1: Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

#### Referee 1: Position \*

#### Relationship to Applicant \*

#### Referee 1: Phone Number \*

# ATOD Grant 2: CORE SERVICES

## Form Preview

Must be an Australian phone number.

### Referee 1: Email \*

Must be an email address.

### Referee 2: Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### Referee 2: Position \*

### Relationship to Applicant \*

### Referee 2: Phone Number \*

Must be an Australian phone number.

### Referee 2: Email \*

Must be an email address.

## NON-WEIGHTED CRITERIA 3 - Pricing Schedule

The Pricing Schedule should show the full cost of delivering the service/programs by Service Category.

The Pricing Schedule should also reflect the intended scope of service delivery that aligns with the costings provided. For example, from the costings provided, your organisation will provide X number/hours/type of service delivery.

Using the [Pricing Schedule Template](#), applicants are to provide all itemised costs, exclusive of Goods and Services Tax (GST), for each Service Category, and overall total including both GST inclusive and GST exclusive amounts.

Please do not include indexation in your costings in your Pricing Schedule or the table below. Indexation is calculated annually and is applied in addition to the annual funding amount.

For further guidance on completing the Pricing Schedule, please see the Instructions tab within the Pricing Schedule template.

### Please attach completed Pricing Schedule \*

Attach a file:

# ATOD Grant 2: CORE SERVICES

## Form Preview

**Please provide total costs for each year as per your attached Pricing Schedule.**

*Note: Press Maximise button to display full table. Please input \$0.00 for any years Not Applicable for this application.*

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
\$	\$	\$	\$	\$	\$	\$	\$
							This number/amount is calculated.

**Total amount requested for grant activity (GST Inclusive) \***

\$

This number/amount is calculated.

### NON-WEIGHTED CRITERIA 4 - Other Funding

**Is this application dependent on another funding source? \***

Yes

No

**If Yes, please clarify whether this is ACT Government funding or from another funding source (per Service Category). \***

### Transition-in

\* indicates a required field

**Following on from your response to Weighted Criteria 3c (when your organisation will reach 100% operational capacity), please detail any transition-in information and/or requirements for consideration and planning. \***

Word count:

Must be no more than 500 words.

Please note that this information does not form any part of the assessment of this Grant. This information will be used for planning purposes only.

# ATOD Grant 2: CORE SERVICES

## Form Preview

### Declaration and Privacy Notice

\* indicates a required field

#### Declaration by Chief Executive Officer or equivalent of applicant organisation

This declaration is to be completed by the Chief Executive Officer or equivalent of the applicant organisation authorised to apply for the funding. This section provides evidence that the application has the endorsement of the organisation.

By making this declaration I certify that to the best of my knowledge the statements made in this application and any attachments are true and I understand that:

- All applications submitted to the ACT Health Directorate are accepted in confidence.
- The ACT Health Directorate may liaise with other ACT Government agencies regarding this application.
- If I am claiming that my organisation is a not-for-profit entity for the purposes of this application, I declare that the organisation is a not-for-profit organisation as defined in this application form and I agree to provide a copy of the organisation's constitution if requested for the purposes of verification of not-for-profit status.
- If my organisation is successful in gaining funding from the ACT Health Directorate that the organisation will be bound by the terms and conditions outlined in a Deed of Grant.
- If my organisation is successful in gaining funding from the ACT Health Directorate that the organisation will need to provide evidence of appropriate insurance cover to deliver the service.

#### Name of Chief Executive Officer or equivalent of the applicant organisation \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Position title of Chief Executive Officer or equivalent of the applicant organisation \*

#### Date of completion of declaration \*

Must be a date between 30/01/2024 and 22/03/2024

### Privacy Notice

The ACT Health Directorate (ACTHD), collects, uses and discloses personal information in accordance with the [Information Privacy Act 2014](#) and the [ACT Health Privacy Statement](#). To the extent that this form collects personal information, ACTHD will only use this information to contact you to discuss your organisation's grant application. ACTHD may share your information with other ACT Government agencies and third parties for the purpose of assessing your application. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law. Please also note that this form is provided to ACTHD via the SmartyGrants online grant



# ATOD Grant 2: CORE SERVICES

## Form Preview

management system. Personal information provided in this form may also be collected and used by SmartyGrants in accordance with the [SmartyGrants Privacy Policy](#).