



AUSTRALIAN NATIONAL COUNCIL ON DRUGS

Dear Colleagues

The Australian National Council on Drugs (ANCD) is pleased to announce that its Rural and Regional Alcohol and Other Drug (AOD) Workforce Development Grants will continue in 2006. These grants were previously known as the ANCD's Rural and Regional AOD Study Grants.

The ANCD recognises that the budget for staff training and development in agencies that deal with AOD issues is limited. In particular, the costs borne by rural and regional based agencies are often exacerbated by the travel involved. Therefore, these grants are open to rural and regional based workers who deal with AOD issues. It provides financial assistance to allow individuals to work for a short period of time in another AOD agency(s) and/or attend a conference(s) within Australia.

Through this initiative, the ANCD endeavours to facilitate networking within the AOD and related sectors, as well as provide professional development opportunities for rural and regional based workers. The ANCD is also committed to the concepts of co-operation and partnership within the sector and this initiative represents one strategy towards achieving that aim.

An Application Package for the ANCD's Rural and Regional AOD Workforce Development Grants is enclosed. I would encourage you to bring this opportunity to the attention of workers both within and outside of your agency. Additional copies of the Application Package can be obtained from the ANCD's web site <www.ancd.org.au> or by contacting the ANCD Secretariat on 02 6279 1650. The ANCD will accept applications on photocopied forms.

Please note that the ANCD Secretariat must receive all applications by close of business **Friday, 14 July 2006**.

Good luck with your application!

Yours sincerely,

Dr John Herron
Chairman
Australian National Council on Drugs
22nd May 2006



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Rural & Regional AOD Workforce Development Grants 2006

INFORMATION SHEET FOR APPLICANTS

What is the ANCD's Rural and Regional AOD Workforce Development Grants?

The grants are designed to give rural and regional workers, who deal with AOD issues, the opportunity to work for a short period of time in another AOD agency(s) and/or attend a conference(s) within Australia.

Through this initiative, the ANCD endeavours to facilitate networking within the AOD and related sectors, as well as broadening workers' knowledge, skills and abilities in responding to AOD issues. It is anticipated that this experience will also benefit agencies that host grant recipients.

Who can apply?

Rural and regional based workers over 18 years of age, who deal with AOD issues and are interested in furthering their experience in the field.

Please note that preference may be given to applicants who demonstrate greater geographical isolation and/or isolation from other AOD workers and resources, as well as those from non-government organisations. The ANCD also encourages applications from Indigenous people or those that work in Indigenous organisations.

How much can I apply for?

The maximum total amount available for each grant is \$5,000 (GST inclusive).

Are joint applications acceptable?

The ANCD will accept joint applications from individuals within the one organisation but the overall budget for the application must remain within the \$5,000 limit.

Are there any restrictions?

There are some restrictions and they are as follows:

- Applications will not be accepted from the following locations Sydney, Melbourne, Brisbane, Adelaide, Perth and Canberra.
- Applications will not be accepted from previous ANCD study grant recipients.
- Applications will not be accepted from individuals seeking to do a placement overseas or study at a tertiary institution.
- If the primary purpose of the grant is to attend a conference, it must be done in conjunction with an agency visit.

What will be expected of me if I receive a workforce development grant?

As a grant recipient, the ANCD expects you to organise all aspects of your grant experience. In addition, you must provide a written report and an acquittal of funds statement at the conclusion of your grant. You will be expected to keep to the planned itinerary and budget submitted in your application unless otherwise agreed with the ANCD.

What about my job – will my employer be funded to cover the expenses related to my absence?

The ANCD considers it appropriate for some budget allocation to be made to cover expenses incurred by your employer to fill your position while you are completing your grant. However, this must be within the total amount allowable for the grant (\$5,000 GST inclusive) as no extra allocation will be made.

Will my workers compensation and other terms and conditions still apply?

It is anticipated that normal provisions of employment (such as insurances, workers compensation, etc) would continue to apply. This however is a matter to be determined between the applicant and their employer. The application form requires a letter of support from the applicant's employer and should refer to the arrangements to be made in relation to these matters.

What do I have to do to apply?

The application package sets out the basic requirements to apply for a workforce development grant. The main point to remember is that applicants must work out their own itinerary, budget, timeframe and arrangements to cover their employment. Please note, the ANCD asks that you DO NOT contact the AOD agency(s) you propose to visit until you are notified that your application has been successful. If successful, you can then proceed to formally organise your grant experience. The ANCD Secretariat will be available to assist successful applicants confirm their field placement(s), if required.

The ANCD would encourage all applicants to consider their proposed workforce development grant experience very carefully to ensure that adequate time is allocated to agency placements that will allow for a meaningful experience. The ANCD will give preference to applicants whose application demonstrates adequate opportunity to develop ongoing working relationships with the relevant services and staff they plan to visit.

When am I likely to hear whether I've been successful or not?

Applications close on Friday, 14 July 2006. It is expected that the ANCD will contact successful applicants by mid-late August 2006. Please note that the ANCD will contact ALL applicants to notify them of the outcome of their application.

By when do I have to complete my grant placement and related requirements?

The ANCD expects that grant recipients will have completed their grant experience by 30 June 2007. The subsequent reports linked to the grant must be submitted within 60 working days of completing the grant.

Please note:

- The ANCD will handle all applications confidentially.
- The ANCD's decision regarding the awarding of workforce developments grants for 2006 will be final and no correspondence will be entered into.
- Grant recipients are expected to respect and abide by the working conditions and requirements of the agency(s) they visit as part of their experience.
- All aspects of the grant recipients' work entitlements (terms and conditions, etc) are expected to continue. This however is the responsibility of the employer and grant recipient, not the ANCD.
- The ANCD accepts no liability or other responsibility in awarding this grant other than that expressed in this document, the advertisement and application form.

For further information contact:

ANCD Secretariat: Ph: 02 6279 1650
E: claire@ancd.org.au or ancd@ancd.org.au



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INSTRUCTIONS FOR APPLICANTS

To assist the Australian National Council on Drugs (ANCD) select grant recipients for 2006 could you please attach the following pieces of information to your application form. Please note the page limits.

Attachment A – Work history

A brief CV that outlines relevant AOD work history, in particular, details about your current role.
(Limit 2 A4 Pages)

Attachment B – Proposed itinerary & budget

Include information, as detailed as possible, on the agency(s) you would like to visit and/or the conference(s) you would like to attend, as well as the approximate dates and time you would like to spend at each. Your proposed budget details should, at a minimum, include all costs for transport, accommodation, staff replacement and any other relevant expenses. Please ensure that your budget is GST inclusive and remember that the maximum amount available for each grant is \$5,000 (GST inclusive).

(Limit 2 A4 Pages)

Attachment C – Statement in support of application

This should address your expectations of the grant experience and detail your desired outcomes which should include the reasons why you expect this opportunity will benefit you and your current employer.

(Limit 1 A4 Page)

Attachment D – Letter of support from employer

This is a letter from your employer supporting your application. Please note this letter should explicitly state that your employer agrees to continue your workers compensation insurance and other entitlements etc for the duration of the grant.

(Limit 1 A4 Page)

Applicants note:

- Prior to completing your application, please read the *Information Sheet for Applicants*.
- Your employer will be eligible to claim expenses associated with filling your position in your absence. This however must be factored into the total budget.
- Please DO NOT contact the AOD agency(s) you propose to visit until you are notified that your application has been successful. If successful, you can then proceed to formally organise your grant experience. The ANCD Secretariat will be available to assist successful applicants confirm their field placement(s), if required.
- Once successful applicants have confirmed their itinerary and budget and submitted it to the ANCD, their current employer will receive their grant payment from the ANCD. This will occur prior to the commencement of the grant experience.
- The ANCD requires that grant recipients provide a short written report and an acquittal of funds statement within 60 working days of the conclusion of their grant experience.

Applications close Friday, 14 July 2006.

Please address to: ANCD Workforce Development Grants
Australian National Council on Drugs
PO Box 1552
CANBERRA ACT 2601



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APPLICATION FORM

(Please use this form as the front page of your application)

Please complete the following details (PRINT BLOCK LETTERS)

APPLICANT DETAILS

Name:

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Place of work:

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Mailing Address:

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Contact Numbers:

Work:

Mobile:

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Fax:

Email:

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CHECKLIST

Have you included all relevant attachments to this form:

(please tick)

- Attachment A – Work history.....(Limit 2 A4 Pages)
- Attachment B – Proposed itinerary & budget.....(Limit 2 A4 Pages)
- Attachment C – Statement in support of application.....(Limit 1 A4 Page)
- Attachment D – Letter of support from employer.....(Limit 1 A4 Page)

APPLICANT DECLARATION

I have read and understand the conditions that apply to this application, including the information contained in the *Information Sheet for Applicants*. I declare that to the best of my knowledge, the information provided in this application is correct and that the Australian National Council on Drugs (ANCD) will treat my application (and details therein) confidentially. I acknowledge that the final decision rests with the ANCD and no correspondence will be entered into.

Signature:

Print Name:

Date:

How did you find out about the ANCD's Rural & Regional AOD Workforce Development Grants?

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***** APPLICATIONS CLOSE FRIDAY, 14 July 2006 *****