

Community Action on Alcohol Fund

Application Information & Frequently Asked Questions

Ehara taku toa
I te toa takitahi
Engari, he toa
Takitini

Success is not the work of one,
but the work of many



CONTENTS

- 1 What Does the Community Action on Alcohol Fund Support? 3**
 - 1.1 Strategic direction 3
 - 1.2 Objectives of CAAF 3
 - 1.3 Community action 3
 - 1.4 Objectives of ALAC 3
- 2 A Two-Stage Application Process 4**
- 3 Eligibility Criteria 5**
 - 3.1 Who can apply for funding? 5
 - 3.2 What activities does the Community Action on Alcohol Fund support? 5
 - 3.3 What activities will ALAC not fund? 5
- 4 ALAC's Assessment Criteria for Short-Listed Projects 6**
 - 4.1 Assessment criteria 6
 - 4.2 Selecting a portfolio of projects for funding 6
- 5 Funding Application Information 7**
 - 5.1 Where can I get a funding application form? 7
 - 5.2 How much funding can I apply for? 7
 - 5.3 Can I talk to someone at ALAC about my application? 7
 - 5.4 When is the due date for funding applications? 7
 - 5.5 How often does ALAC accept applications for funding 7
 - Round One 7
 - Round Two 7
 - 5.6 Where do I send my completed application? 8
 - 5.7 Can I email or fax my applications to ALAC? 8
 - 5.8 When is a Fund Holder declaration required? 8
 - 5.9 What other training and support is available from ALAC? 8
- 6 After the Application Has Been Made 9**
 - 6.1 How will ALAC tell me about the decision on my application? 9
 - 6.2 If I am successful, how will ALAC pay the funding? 9
 - 6.3 Will project information be made public? 9
 - 6.4 Are there reporting requirements for successful projects? 9
 - 6.5 What happens if the project is not delivered as anticipated? 9
- 7 Terms of Funding Grants 10**
 - 7.1 Acceptance of funding grant terms 10

7.2	How ALAC will pay the funding	10
7.3	Use of funding.....	10
7.4	Conflict of interest.....	10
7.5	Reporting	10
7.6	Publication of information	10
7.7	ALAC is not liable	11
7.8	Repayment of funding	11
8	Terms of This Invitation	12
8.1	ALAC rights.....	12
8.2	Applicants meet their own costs	12
8.3	Late or non-complying applications	12
8.4	Applications will be retained by ALAC	12
8.5	Negotiations and further submissions	12
8.6	Acceptance	12
8.7	Notification	12

1 WHAT DOES THE COMMUNITY ACTION ON ALCOHOL FUND SUPPORT?

1.1 STRATEGIC DIRECTION

The Community Action on Alcohol Fund (CAAF) is a major part of ALAC's strategic direction to lead a change in New Zealand's drinking culture to one that supports the moderate use of alcohol so that whānau and communities enjoy life, free from alcohol harms.

1.2 OBJECTIVES OF CAAF

The objectives of the CAAF are to support community action projects that reduce alcohol related harm. Preference will be given to projects that:

- target ALAC's priority population groups (i.e. Māori, Pacific peoples and Young people)
- assist ALAC's strategic direction and messages to be echoed, made relevant and acted on in local communities
- build local leadership and community ownership and commitment to the prevention of alcohol related harm and support local change (including training and development initiatives)
- encourage community organisations to work collaboratively to prevent alcohol related harm.

1.3 COMMUNITY ACTION

"Community action" is about mobilising communities. Community action projects draw on existing human and material resources in the community to strengthen public participation in a community initiative. They are short to medium term projects that:

- define the issue in a manner that is relevant and meaningful to the community
- involve community members and groups in developing strategies to address it
- endeavour to address the issue
- work towards transferring responsibility for ongoing project ownership to the community.

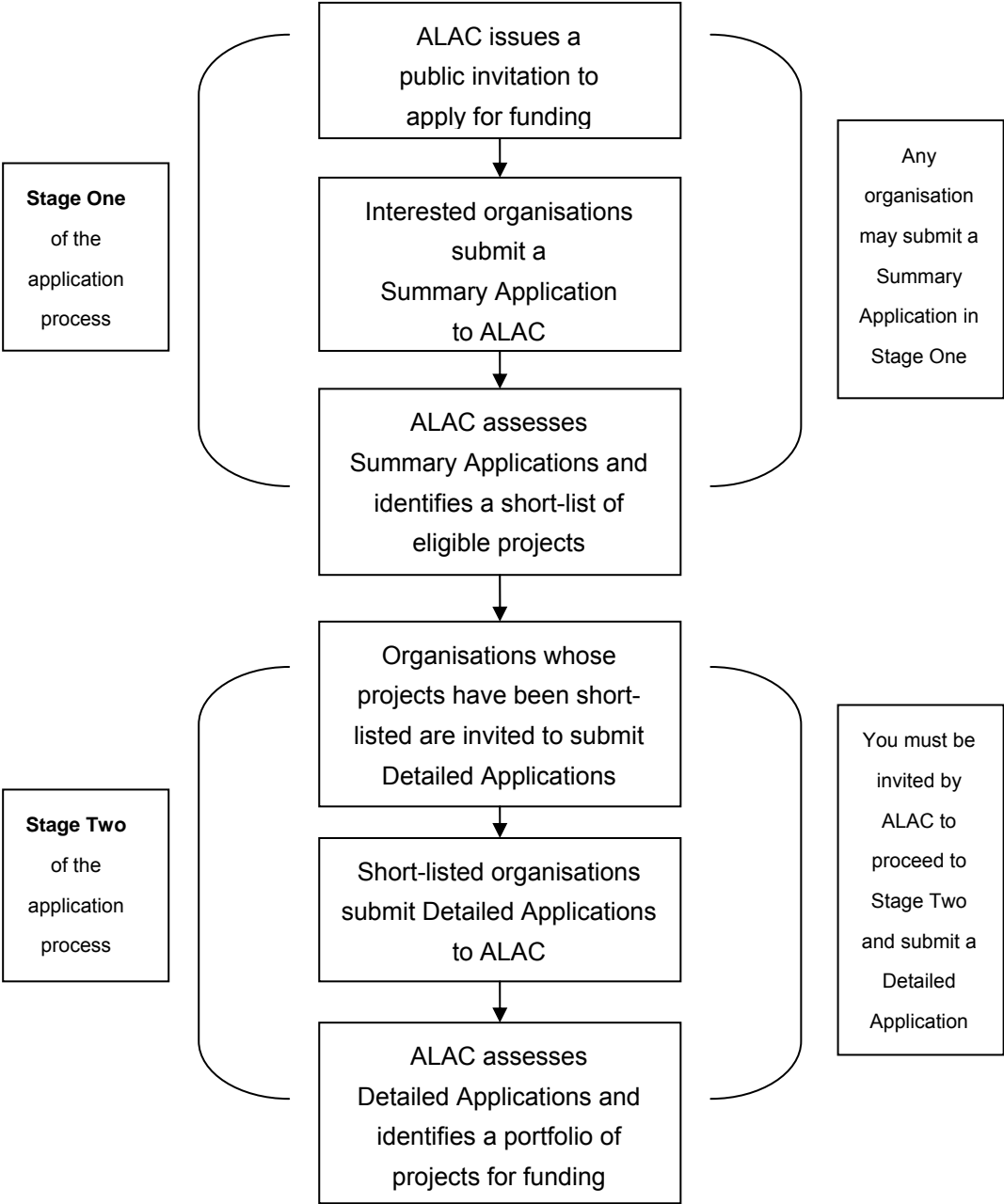
1.4 OBJECTIVES OF ALAC

ALAC wishes to support community action initiatives that fulfil its objectives:

- to increase awareness of alcohol-related harm, so that it becomes visible and constructively talked about throughout New Zealand
- to increase understanding of alcohol-related harm and its many impacts
- to create a social climate that supports behavioural change that supports the moderate use of alcohol.

2 A TWO-STAGE APPLICATION PROCESS

There is a two-stage application process for applying for CAAF funding as illustrated below.



In stage one, interested organisations submit a Summary Application for ALAC’s consideration. A Summary Application is a short document that provides brief information about the organisation applying for funding and a summary of the proposed project. ALAC assesses Summary Applications against the Eligibility Criteria set out in Section 3 below. ALAC then identifies a short-list of eligible applicants.

In stage two of the funding application process, organisations whose projects have been short-listed are invited by ALAC to provide a detailed funding application that describes the proposed project and associated budget in detail (a Detailed Application). ALAC assesses each Detailed Application against the assessment criteria set out in Section 4 and selects a portfolio of projects for funding.

3 ELIGIBILITY CRITERIA

In stage one of the application process, Summary Applications are assessed against the following eligibility criteria.

3.1 WHO CAN APPLY FOR FUNDING?

Organisations may apply for funding from ALAC's CAAF provided they are non-profit or charitable organisations.

This includes:

- community organisation trustees
for example Charitable Trusts, Marae Trustees
- community organisations
this may include both incorporated or unincorporated organisations and networks, such as collaborative networks of community organisations that work in the alcohol harm prevention field.

To be eligible for funding, you must:

1. **be community based and work with or for communities** (for example, not just be the local face of a national programme)

and

2. **work towards achieving one or more of ALAC's objectives** (as defined in *Section 1.4* of this document).

Individuals may NOT apply for funding.

3.2 WHAT ACTIVITIES DOES THE COMMUNITY ACTION ON ALCOHOL FUND SUPPORT?

To be eligible for funding, projects must:

- fulfil ALAC's objectives (as defined in *Section 1.4* of this document)
- be a "community action" project (as defined in *Section 1.3* of this document)
- be time limited, short to medium term project with a start and finish date that will not require ongoing funding
- not be an excluded activity (described in *Section 3.3* below)

3.3 WHAT ACTIVITIES WILL ALAC NOT FUND?

The Community Action on Alcohol Fund will NOT fund:

- capital items (e.g. building/alterations, vehicles, equipment)
- projects that duplicate services already available in the community
- social functions / events that include alcohol but that do not include specific responsible alcohol use education and promotion strategies
- activities where political advocacy is the main objective of the organisation
- retrospective funding for activities that have already happened by the application closing date.

Also note that the CAAF does NOT fund individuals.

4 ALAC'S ASSESSMENT CRITERIA FOR SHORT-LISTED PROJECTS

4.1 ASSESSMENT CRITERIA

In stage two of the funding application process, ALAC will assess the degree to which short-listed projects described in Detailed Applications, meet the following assessment criteria.

1. The project reflects and supports community needs
2. The project is likely to achieve the project outcomes / objectives. ALAC's assessment will include considering factors such as:
 - Does the project have clearly stated realistic project objectives?
 - Is the project supported by logical / sound project planning? (e.g. realistic funding, milestones and timeframes)
 - Does the project have access to people with relevant skills and experience?
3. The project is likely to create ongoing and sustainable change beyond the funded project term
4. The project involves collaboration with and support from other stakeholders
5. The project includes a logical and effective review / evaluation component
6. The funding requested for the project demonstrates value for money.

4.2 SELECTING A PORTFOLIO OF PROJECTS FOR FUNDING

In addition to assessing Detailed Applications against the assessment criteria, ALAC also needs to ensure that it funds a mix of projects that ALAC believes will:

- represent an appropriate allocation to each of ALAC's key population groups (i.e. Māori, Pacific peoples and Young people)
- best achieve the objectives of the CAAF
- achieve an appropriate geographical spread of funding.

ALAC may select (or decline) any Funding Application on the basis that it does (or does not) contribute to an effective mix of projects in ALAC's opinion.

5 FUNDING APPLICATION INFORMATION

5.1 WHERE CAN I GET A FUNDING APPLICATION FORM?

You can download the application form from ALAC's website www.alac.org.nz can request an application form by emailing central@alac.org.nz.

5.2 HOW MUCH FUNDING CAN I APPLY FOR?

There is no maximum or minimum on the amount of funding that organisations may apply for. However, the total funding available is limited and ALAC will assess short-listed applications to ensure that proposed project activities and outcomes are commensurate with the level of funding applied for and represent value for money (amongst other assessment criteria).

5.3 CAN I TALK TO SOMEONE AT ALAC ABOUT MY APPLICATION?

Yes. You can phone us on 04 917 0060 or freephone 0508 258 258, or email us at central@alac.org.nz.

5.4 WHEN IS THE DUE DATE FOR FUNDING APPLICATIONS?

Summary Applications for the next two rounds of the CAAF must be received by ALAC at the correct address no later than 5.00 pm on:

2009/2010 - Funding Round One	30 June 2009
2009/2010 - Funding Round Two	28 February 2010

5.5 HOW OFTEN DOES ALAC ACCEPT APPLICATIONS FOR FUNDING

ALAC allocates funding from the CAAF twice each year. The timeframes for each allocation in each year are:

Round One	
Summary Applications must be received by ALAC	30 June 2009
ALAC assesses eligibility and invites short-listed applicants to submit Detailed Applications	30 July 2009
Detailed applications from short-listed applicants must be received by ALAC	31 August 2009
Funding decisions made	30 September 2009
Round Two	
Summary Applications must be received by ALAC	28 February 2010
ALAC assesses eligibility and invites short-listed applicants to submit Detailed Applications	31 March 2010
Detailed applications from short-listed applicants must be received by ALAC	30 April 2010
Funding decisions made	31 May 2010

5.6 WHERE DO I SEND MY COMPLETED APPLICATION?

Send your original signed application together with three copies to the following address:

If by post to:

Community Action on Alcohol Fund
Alcohol Advisory Council of New Zealand
PO Box 5023
Wellington 6145

If by courier to:

Community Action on Alcohol Fund
Alcohol Advisory Council of New Zealand
Level 13, ABN Amro House
36 Customhouse Quay
Wellington 6011

5.7 CAN I EMAIL OR FAX MY APPLICATIONS TO ALAC?

No. Only original signed application forms will be accepted.

5.8 WHEN IS A FUND HOLDER DECLARATION REQUIRED?

ALAC only funds incorporated organisations. If you are not incorporated you may still apply for funding but you must nominate a Fund Holder who will receive the funding from ALAC on your behalf.

As part of the Detailed Application process, a Fund Holder declaration must be completed if the applicant is not an incorporated body and the Fund Holder will hold the funding on the Applicant's behalf. It requires signatures of two authorised representatives, e.g. trustee and chief executive.

By signing the declaration, the Fund Holder agrees to be bound by the terms of any funding grant or agreement in the event that the application is successful.

5.9 WHAT OTHER TRAINING AND SUPPORT IS AVAILABLE FROM ALAC?

In addition to providing funding for successful applications, ALAC has a number of resources that it makes available to organisations working in the community. These include:

- Strengthening Community Action on Alcohol resource book & training
- Youth Access to Alcohol (YATA) resources including an evaluation resource

In the Detailed Application form, short-listed organisations are asked to provide information about its access to resources and training to support the proposed project. Check out the ALAC website at www.alac.org.nz or email central@alac.org.nz for further information about ALAC resources.

6 AFTER THE APPLICATION HAS BEEN MADE

6.1 HOW WILL ALAC TELL ME ABOUT THE DECISION ON MY APPLICATION?

ALAC will notify you by letter to let you know whether or not you have been short-listed (in stage one) or selected for funding (in stage two).

6.2 IF I AM SUCCESSFUL, HOW WILL ALAC PAY THE FUNDING?

For successful applications applying for up to a maximum of \$10,000, (excluding GST), funding will be paid as a grant payable upon receipt of the applicant's (or Fund Holder's) invoice.

The terms of the grant are contained in Section 7 of this Application Information & FAQ Document. By applying for funding applicants agree to apply any funding received from ALAC in accordance with those terms.

For applications over \$10,000, (excluding GST), ALAC and the successful applicant will enter into a funding agreement for the delivery of the funded project. A funding payment profile will be agreed.

6.3 WILL PROJECT INFORMATION BE MADE PUBLIC?

Yes. ALAC may publish information about groups and projects funded from the Community Action on Alcohol Fund and undertake evaluations of the effectiveness of both the funding process and the initiatives funded.

6.4 ARE THERE REPORTING REQUIREMENTS FOR SUCCESSFUL PROJECTS?

Yes. Successful applicants agree to submit project progress and/or outcome reports as follows:

- an interim report/s approximately half-way through the project (or each six months for longer projects) describing progress with the project
- a final report within two weeks of completing the project describing the project achievements.

6.5 WHAT HAPPENS IF THE PROJECT IS NOT DELIVERED AS ANTICIPATED?

ALAC may require the applicant to repay all or part of the funding in the event that the applicant does not deliver the project as described in the application and in accordance with the relevant terms of the funding.

7 TERMS OF FUNDING GRANTS

7.1 ACCEPTANCE OF FUNDING GRANT TERMS

This Section 7 sets out the terms which apply to a funding grant where ALAC accepts a Funding Application for funding of \$10,000 or less. Applicants are advised to read these terms carefully before indicating their agreement by signing the required declarations in the Detailed Application form.

7.2 HOW ALAC WILL PAY THE FUNDING

For successful applications up to a maximum of \$10,000 (excluding GST) funding will be paid as a grant payable upon receipt of the applicant's (or Fund Holder's) invoice.

7.3 USE OF FUNDING

The applicant agrees to:

- apply the funding for the sole purpose of undertaking the project as described in the Detailed Application
- apply the funding only to the items specified in the budget submitted in the Detailed Application
- declare any project budget surpluses which must be returned or applied as directed by ALAC.

The applicant agrees not to apply the funding to purchase any capital item or towards any excluded category of activity described in *Section 2.3*.

7.4 CONFLICT OF INTEREST

The applicant agrees to:

- carry out the project and use the funding without any actual, potential or perceived conflict of interest
- declare to ALAC, without delay, any situation that a reasonable person would interpret as either an actual, potential or perceived conflict of interest
- comply with any terms that ALAC may require as a result of that disclosure.

7.5 REPORTING

Successful applicants agree to submit project progress and/or outcome reports at least as frequently as follows:

- an interim report approximately half-way through the project describing progress with the project
- a final report within two weeks of completing the project describing the project achievements.

7.6 PUBLICATION OF INFORMATION

The applicant agrees that ALAC may publish information about individuals, groups and projects funded from the Community Action on Alcohol Fund and to undertake evaluations of the effectiveness of both the funding process and the initiatives funded.

7.7 ALAC IS NOT LIABLE

ALAC shall not be liable to the applicant for any liability, loss or expense (including any indirect liability, loss or expense) arising out of this funding process, the project, or ALAC's decision to fund, not to fund or withdraw funding from the project.

7.8 REPAYMENT OF FUNDING

ALAC may require the applicant to repay any funding in the event that the applicant does not comply with these terms in any way.

8 TERMS OF THIS INVITATION

8.1 ALAC RIGHTS

ALAC may do any of the following in relation to this funding process:

- reject all or any applications and award all, none, some only of the funding
- negotiate with any applicant (to the exclusion of any other applicant), at any time before, or after selection of the successful applicants, and upon any terms and conditions
- deal separately with any of the divisible elements of any application
- waive any irregularities or informalities in the application or funding process
- amend the closing date or any other date in the funding process by the issue of a written amendment notice on its website
- amend this funding invitation, or any associated documents, by the issue of a written amendment notice on its website
- seek clarification of any application
- amend, suspend or cancel, (in whole or in part), this funding process by notice on its website
- meet with any applicant before and/or after applications close and prior to award of any funding.

8.2 APPLICANTS MEET THEIR OWN COSTS

You must pay your own costs of preparing and submitting your application/s, including but not limited to:

- any communications or negotiations with ALAC
- any meetings, presentations or interviews with ALAC.

8.3 LATE OR NON-COMPLYING APPLICATIONS

ALAC may accept and consider late or non-complying applications at its discretion.

8.4 APPLICATIONS WILL BE RETAINED BY ALAC

Applications submitted to ALAC in response to this funding invitation will be retained by ALAC.

8.5 NEGOTIATIONS AND FURTHER SUBMISSIONS

ALAC may invite one, some or all of the applicants to attend negotiations or make further submissions (written or oral). Negotiations or submissions may form part of the application.

8.6 ACCEPTANCE

ALAC may accept an application in part or subject to certain conditions. Applicants should note that negotiations to develop a draft funding agreement are not binding on ALAC until both parties have agreed to any conditions ALAC might require (in the case of a grant under \$10,000) or executed the final funding agreement developed by ALAC (in the case of funding application for over \$10,000).

8.7 NOTIFICATION

Each applicant will be notified by letter from ALAC of the funding decision with regard to its application.