



# Funding guidelines for developing your Community Action Plan budget.

A Local Drug Action Team (LDAT) can receive two types of funding to deliver their Community Action Plan (CAP).

## Type 1 CAP: Community Engagement

LDATs can access up to \$5000 to support delivery of the Community Engagement and Mobilisation Toolkit. The toolkit is designed to guide and support LDATs to engage and mobilise their communities, develop appropriate partnerships, identify local issues and determine the most appropriate prevention approaches for future Type 2 Prevention CAPs. This can also include elements of research outlined in the toolkit to help you gain a greater understanding of local issues and gaps in protective factors. Any unspent funds from previous CAPs, once acquitted, may be rolled over to support the delivery of a Type 2 CAP.

## Type 2 CAP: Prevention

LDATs can access funding to support delivery of primary prevention programs and activities drawn from ADF's range of evidence-based toolkits. Funding requested should demonstrate value for money, align to the programs and/or guiding principles outlined within the toolkits, and focus on delivering impact through measurable activities. The average funding requested is \$20,000. CAP requests over this amount will need to demonstrate extensive reach within your community and/or significant impact on priority populations. Any unspent funds, once acquitted, may be rolled over to support the delivery of your LDAT's next CAP.

### In-kind and external funding

LDATs are encouraged to include in-kind and external funding contributions that also support the delivery of their CAP within budget. There's space for these funding inclusions in the CAP budget template. It's the ADF's policy not to accept funding from gambling, pharmaceutical companies or the alcohol industry. While LDATs may accept this form of funding, you're encouraged to apply a similar policy.

### Supported costs

#### Salaries and fees

- Engagement of a Project Coordinator directly involved in the delivery of the CAP.
- Fees incurred by professionals (e.g., facilitators, trainers, alcohol and other drugs experts, etc.) in the delivery of the CAP that are reasonable and competitive for the location of the activity (e.g., metro, rural, specialist, etc.) and are consistent with standard fees for such services.
- Fees for persons engaged for consultancy due to their lived experience.

### Unsupported costs

#### Salaries and fees

- Fees to attend LDAT or CAP related meetings.
- Any salary or fee that is not directly related to the CAP.
- Payment to participants to attend workshops, activities, or training sessions.
- Project Coordinator payment outside the approved timeframes of CAP or the direct requirements of the CAP.



### Program delivery

- Activities that draw from ADF toolkits or have the potential to lead to new AOD harm minimisation or prevention approaches.
- Activities that are informed by planned community consultation and/or co-design.
- Sporting and camping equipment required for the delivery of the CAP.
- Venue and facilities hire.
- Catering, merchandise, and items that can be linked to achieving the CAP objectives.
- Costs incurred in the development and delivery of workshops and seminars.
- Printing and development costs incurred in the development of evidence-based information resources.
- Information resources that are developed as part of the CAP that will be tested and piloted.
- Development of online programs or communications to support the CAP.
- Promotion and advertising of CAP related events.

### Transport, travel and accommodation

- Hire of buses to transport participants to and from camps, venues or workshops.
- Vehicle use (costings to reflect current ATO rate).
- Flights to regional or remote areas as required to transport facilitators to deliver LDAT activities where local expertise or online approaches to activity delivery are not achievable (must be competitively priced through quotation with multiple providers).
- Accommodation for facilitators travelling to remote areas as required.

### Capital expenses

- Capital goods or equipment under \$500, required to support the delivery of activities.
- Individual or multiple capital expenditures exceeding \$500 that have been agreed to in writing by the ADF (a request must be submitted prior to submitting the CAP for assessment stating why the capital expense is critical to the success of the CAP).
- Capital goods or equipment that can be utilised sustainably in community by the LDAT beyond the expiry of the CAP.

### Administration

- The proportion of any general operational administration cost incurred that is reasonably required for the delivery of the CAP.

### Program delivery

- Activities that exclude or discourage community participation and community ownership.
- Activities that have been developed without sufficient equitable and inclusive community consultation and/or co-design.
- AOD treatment activities.
- Prevention activities that do not seek to reduce AOD harm, increase protective factors or reduce risk factors as outcomes.
- Catering for LDAT meetings (e.g., LDAT lead and partners).
- Catering, merchandise, and items that cannot be linked to the objectives of the CAP.
- Costs attributable to freely available prevention programs.
- Development costs where a suitable or similar resource is already available (e.g., websites).
- Existing information resources that have not been piloted and supported by appropriate evaluation.
- Research-only activities.
- Evaluation-only activities.

### Transport, travel and accommodation

- Travel or accommodation that is non-essential to CAP development or delivery.

### Capital expenses

- Building expansion, materials, and improvements.
- Hardware purchases, such as computers and camping equipment over \$500.
- Gifts and prizes, including trophies and vouchers.
- Cars and other vehicles.
- Replacement of lost or damaged equipment.

### Administration

- Administration costs that cannot be directly attributed to the delivery of the program and would otherwise be absorbed by the LDAT partners.

