

## Capacity Building Grant Guidelines

June 2009

### 1.0 About NAAH

The NSW Association for Adolescent Health<sup>1</sup> (NAAH) is the peak body committed to working on behalf of the youth health sector in NSW to promote and advocate for the health needs and well being of marginalised young people aged 12 to 25 years.

The NAAH Capacity Building Grant Scheme recognises NAAH's commitment to building the capacity and skills of the NSW Youth Health Sector and dissemination of information pertinent to the health and well being needs of marginalised young people aged 12 to 25 years.

### 2.0 Background Information

NAAH Capacity Building Grants have been established to support NAAH members in attending training workshops, conferences and other professional development opportunities relevant to their work.

The NAAH Capacity Building Grant Scheme aims to assist in building the capacity and skills of people working within the NSW youth health and community sector, and increase the dissemination of information about youth program strategies, research and models.

### 3.0 Conditions

All applications are to be submitted using the NAAH Capacity Building Grant Application Form and are to be received at least two months (eight weeks) before the commencement of the training workshop, conference or professional development opportunity. No retrospective funding will be approved.

Grants up to the value of \$1,000 are available to members who (a) are up to the age of 25 years and/or (b) currently working in rural and remote areas. Grants up to the value of \$600 are available to members over the age of 25 years and working in the Sydney metropolitan area.

Successful applicants are required to meet Grant and Assessment Requirements (see *5.0 Grant Requirements* and *7.0 Assessment Requirements*) following attendance of the training workshop, conference or other professional development opportunity.

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<sup>1</sup> The NSW Association for Adolescent Health (NAAH) is the peak body for the health service providers committed to promoting the health and well being of young people aged 12 to 25 years in NSW. NAAH represents over 100 members who advocate for quality health care for marginalised young people whose health status and help seeking behaviours may be compromised by, for example, homelessness, poverty, mental illness, substance use, unemployment and/or disengagement from education.

## 4.0 Guidelines

The following guidelines outline the type of professional development opportunities that NAAH will fund and the eligibility criteria for applicants:

### 4.1 *What type of capacity building will the Grants fund?*

- Conference attendance where there is the opportunity for attendees to present a paper about their youth related work and learn from others working in the youth sector;
- Training workshop or seminar attendance where there is the opportunity for attendees to present a paper about their youth related work and learn from others working in the youth sector; and
- Other forms of professional development where there is the opportunity to share information about youth programs and issues.

### 4.2 *What costs will the Grant fund?*

NAAH Capacity Building Grants will contribute towards the partial funding of:

- Accommodation costs;
- Travel costs; and
- Training workshop, conference or other professional development opportunity registration fees.

Applicants are encouraged to demonstrate how the employer agency and/or other organisation is/are contributing to the costs associated with the training workshop, conference or professional development opportunity.

Grant monies cannot be used to fund food or other personal expenses.

### 4.3 *Who is eligible?*

- Applicants must hold current NAAH membership and/or apply through a NAAH member organisation;
- Some preference may be given to services and/or applicants that have not had recent conference/professional development opportunities, but this is not a requisite criteria;
- NAAH Capacity Grants may or may not support more than one person per service to attend the nominated conference/professional development, and may apply restrictions on repeat applications for individuals or any one service.

## 5.0 Grant Requirements

Successful applicants must acknowledge NAAH and the NAAH Capacity Building Grant Scheme in all papers and presentations conducted at the training workshop, conference or professional development opportunity (if applicable). Following attendance of the training workshop, conference and/ or professional development opportunity, successful applicants will be required to:

- Complete NAAH Capacity Building Grant Evaluation Form and submit to NAAH six weeks following attendance to training workshop, conference or professional development opportunity;
- Provide an overview of the training workshop, conference or professional development opportunity for inclusion in NAAH E-news and NAAH website;
- Provide a copy of paper presented at training workshop, conference or professional development for inclusion in NAAH E-news and NAAH website (if applicable); and
- Provide the paper presentation presented at training workshop, conference or professional development at NAAH AGM (if applicable).

## **6.0 Assessment of Grants**

All applications must be received two months (eight weeks) before the commencement of the training workshop, conference or professional development opportunity. No retrospective funding will be approved. Each application will be assessed on merit, with consideration given to:

- The eligibility of the applicant;
- The eligibility of the training workshop, conference or professional development opportunity being applied for;
- The potential of the training workshop, conference or professional development opportunity to promote and/or benefit the NSW Youth Health Sector;
- The relevance of the training workshop, conference or professional development opportunity to the NSW youth health sector, the applicant and NAAH; and
- The proposed budget – is it justified and reasonable, is an employer or other organisation contributing towards the total cost?