

The NSW Association for Adolescent Health Inc.

Funded by NSW Health



NAAH Small Grants 2009 – 2010 Guidelines for Applicants

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1.0 About NAAH

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

NAAH focuses on providing the NSW youth health sector with support and training, government liaison and lobbying, policy and resource development, and community sector networking.

NAAH acknowledges that health is much more than simply the absence of illness and disease, and recognises that social and environmental factors, such as: poverty; gender; housing and homelessness; cultural and ethnic background; family functioning; and geographical location and connectedness with school or community, significantly impact on the health and well being of young people.

2.0 NAAH Small Grants Program – background information

The *NAAH Small Grants Program* is available to NAAH members and recognises a commitment to youth health and promoting good practice in New South Wales.

Each year the Association offers up to two small grants of up to \$2200 (GST inclusive) each. The grants are supported by funds the Association has accumulated through membership fees and through a payment made for a contribution to the 'Dolly Doctor' column in Dolly Magazine that is written on the Association's behalf.

The *NAAH Small Grants Program* reflects a social view of health, acknowledging that social and environmental factors impact health and values innovative activities and projects that have a positive impact on young people's health. The *NAAH Small Grants Program* also values youth participation, capacity building, collaboration, evidence based practice, increasing access for disadvantaged groups, innovation and sustainability. Submissions will be assessed on their ability to best address these principles.

Applicants are encouraged to demonstrate how activities or projects are in addition to, or add value to their core business activities. Priority will be given to projects or activities will maximum reach to disadvantaged young people aged 12 to 25 years, encourage youth participation at all levels, promote capacity building, work in collaboration with other services/organisations, are based on best practice evidence, increase access for disadvantaged groups and are innovated and sustainable.

Activities or items that will not be funded by the NAAH Small Grants Program include capital goods or equipment; sporting equipment; profit making initiatives and payment, donations or gifts for speakers, volunteers or employed staff.

3.0 Eligibility

Who is eligible?

- All applicants must be current members of NAAH.
- Only programs which will affect the health of young people in NSW will be considered (i.e. no interstate or international programs are eligible).
- NAAH will consider one application per organisation or individual per year.
- Applicant organisations must have recognised legal status, i.e.: Certificate of Incorporation etc.
- Individuals must be auspiced by an organisation with recognised legal status. These applications must include a letter from the auspicing body stating their agreement to auspice the project. The auspicing body must be a member of NSW Association for Adolescent Health in the case of successfully funded grants.
- Previous grant recipients are not eligible to apply for grants offered in the year immediately following but are eligible again the following year.
- Grants can be used for part funding of a project or program

4.0 Requirements

Successful *NAAH Small Grants Program* recipients must:

- Ensure that all grant monies are spent and accounted for within 12 months of the grant being received;
- Write a brief report (no more than 500 words) on the project funded for the NAAH E-news, website and/or presented at the NAAH Annual General Meeting; and
- Acknowledge NAAH and the *NAAH Small Grants Program* in the grant recipient's annual reports.

5.0 Application Timeframe

In 2009-10 the NSW Association for Adolescent Health will offer two grants of \$2200 (GST inclusive) each. Applications must be received by **5pm Monday 19 October 2009**. Grant applications received after this date will not be considered in the 2009-10 funding round.

All grant applicants will be notified by letter of the outcome of their grant application. Successful organisations/individuals will be sent a funding agreement that commits them to completing the reporting requirements as set out in Section 4.0. Once the funding agreement is signed and returned to NAAH, grant monies will be sent by cheque within 2 weeks.

6.0 Submitting your application

Ensure you are a member of the Association. Membership information can be downloaded from www.naah.org.au or by contacting:

The NSW Association for Adolescent Health (NAAH)
PO Box M178, Missenden Road, NSW 2050
Ph: 02 9351 0956
Fax: 02 9351 0955
Email: Emarshall@naah.org.au

Complete the Grant Application form and send to Emma Marshall, Executive Officer, at emarshall@naah.org.au or post to NAAH, ATTENTION: Small Grants Committee PO Box M178 Missenden Road NSW 2050 by **5pm Monday 19 October 2009**.



**New South Wales Association for Adolescent Health
Small Grant Application Form 2008-09**

Organisation Name:		
Organisation Contact Person:		
Position of Contact Person: <i>(within Organisation)</i>		
Postal Address:		
Business Phone 1:		Business Phone 2: <i>(if applicable)</i>
Mobile:	Fax:	Web:
Email 1:		Email 2: <i>(if applicable)</i>
Legal Status of Organisation: <i>(please tick one)</i> <input type="radio"/> Government <input type="radio"/> NGO <input type="radio"/> Private <input type="radio"/> Other <i>(please list)</i> _____		
Incorporation Number (if applicable): _____		
Organisation's Core Funding source(s) <i>(please tick one)</i>	<input type="radio"/> NSW Health <input type="radio"/> DOCS <input type="radio"/> Other <i>(please list)</i> _____ <input type="radio"/> NA	
Project Title		
Amount you are applying for (max \$2200 GST Inclusive):	\$	
Will this amount fully fund your project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are an individual applying for funds please give the details of the Organisation that is auspicing you please also attach a letter from that organisation indicating their approval to act as the auspicing body.		
<ul style="list-style-type: none"> ▪ Auspicing Body Name: ▪ Address: ▪ Contact ph no: ▪ Contact person: 		

1. Details of Organisation applying for funding

Applicants may wish to include Mission Statement, details regarding management structure: (i.e. Board of Directors, Executive Committee or Area Health Service Manager), target population and current programs.

2. Brief Project Description (in 250 words or less outline the main project aim and strategies)

3. Rationale (why is the project needed?)

4. Objectives (What will the project achieve that can be measured?)

5. Strategies/Implementation (What will you need to do for your project to achieve its objectives?)

6. Target group (who will the project be aimed at?)

7. Time Frame (please outline when you plan to start and finish the project)

8. Short and long term outcomes (What short and long term outcomes do you hope to achieve?)

a) **Short term**

b) **Long term**

9. Evaluation Plan (how will you measure the above-mentioned short and long-term outcomes?)

10. The NAAH small grants program aims to support quality, innovation and best practice in impacting young people's health. Projects will be assessed on their ability to meet as many of the following areas. Please tick which area(s) your project addresses and provide a brief explanation.

Youth Participation (how will young people be meaningfully involved in planning, decision-making, implementing and evaluation of your project?)

Capacity Building (for whom will the project build capacity i.e. young people, sector, management and how will your project do this?)

Partnerships and Collaboration (how and with whom are you going to work with?)

Evidence informed practice (what evidence do you have to support the project aims & strategies? This may include published literature OR results from recent implementation of your project)

Increasing access for disadvantaged groups (how will your project address access barriers for ensuring access by disadvantaged groups?)

Innovation (How does the project use new ideas and strategies?)

Sustainability (Explain how the project outcomes will be sustained/ continued after project completion?)

11. Budget for the Project – (please attach a brief budget for the project)

Please feel free to attach any other relevant information to support your application