Grant Opportunity Question and Answer Guide

Alcohol and other Drugs Treatment Access Expansion Grants

Q&A Guide #1:	14 April 2023
Applications close:	5pm 15 May 2023
Submit applications:	moh-caod-sci@health.nsw.gov.au
Administered by:	Centre for Alcohol and Other Drugs, NSW Ministry of Health
Type of grant:	Open competitive
Reference number:	DG23/413

AOD Treatment Access Expansion Grants
Question and Answer Guide

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1.1	**Can organisations apply for more than one grant package?**
Yes. Organisations can apply for one or more grant packages.	
1.2	**Can organisations apply for more than one grant package to be delivered in multiple locations?**
Yes. Organisations can apply for one grant package to be delivered in one or more locations, within a single application (making clear any distinctions between staffing, budget, and service model/delivery for each location) or by submitting more than one application for each service location. Applications must comply with the maximum available funding.	
1.3	**Can organisations submit applications in partnership or consortia with other non-government organisations (NGOs) or Aboriginal Community Controlled Organisations (ACCOs)?**
Yes.	
1.4	**When will funding and service delivery commence?**
Funding will commence with successful applicants on signing of a grant agreement – estimated July/August. Service delivery commencement is dependent on the organisation's implementation plan and negotiation with the Ministry of Health.	
1.5	**What funding is available for capital expenses?**
The Ministry of Health has a limited pool of funding for capital purposes for the Treatment Access Expansion Grants, with priority to be given to the two residential programs. Organisations seeking funding for capital expenses are to list any capital funding in *Schedule D Proposed Budget* on the line 'NSW Health Funding (Capital)'. The Ministry of Health does not guarantee any or all requested capital funding will be provided.	
1.6	**Is the Ministry of Health able to release the 'heat mapping' data that has previously been mentioned?**
The Ministry of Health is progressing development of an alcohol and other drug (AOD) related harm, risk, and service mapping tool to assist in understanding evidence of need/unmet demand and guide service planning. This information is not yet publicly available. Organisations submitting applications to the AOD Treatment Access Expansion Grants or the Post-Custodial Support Grants are encouraged to respond to requirements on evidence of service need using local knowledge and publicly available information, such as that in HealthStats NSW, Australian Bureau of Statistics, and AIHW.	
1.7	**Who can an organisation partner with?**
Organisations can submit partnership or consortia applications with other NGOs or ACCOs. Organisations are also required to describe proposed partnerships and care pathways to ensure clients are supported to access the service, receive appropriate care and support, and safely transfer out of the service.	
1.8	**Are NGOs or Aboriginal Community Controlled Organisations who don't currently deliver AOD services eligible to apply?**
Organisations, or at least one partner organisation in a consortium, are required to have at least three (3) years' experience in providing community-based alcohol and other drug treatment services to meet grant eligibility requirements.	
1.9	**Can applications target a subgroup of the grant package priority population?**
Yes. Applications can target a subgroup of a grant package priority population. The application must demonstrate how the proposed service, model of care and activities will target the subgroup and how their specific needs will be met.	

1.10	How can organisations demonstrate a formal partnerships or consortia application?
Organisations submitting applications as a formal partnership or consortia are required to provide details about the organisations' corporate and clinical governance, and the proposed service delivery arrangements. Supplementary documents may be added to demonstrated formal partnerships or consortia applications.	
1.11	What can the grant funding be used for?
Funding can only be used for the establishment and delivery of AOD treatment services as required for each AOD Treatment Access Expansion package. Funding cannot be used for the delivery of services already funded by NSW Health or another government agency.	
1.12	Are organisations required to submit applications for the maximum amount of funds available for each treatment package?
No. Organisations are encouraged to submit applications inclusive of a budget that demonstrates the cost of delivering the proposed service, up to the maximum amount of funds available for each treatment package.	
1.13	Will funding continue after the initial four-year grant funding period?
The Ministry of Health cannot guarantee the availability of funding after the initial four-year grant funding period. The Ministry of Health will undertake evaluation of the Treatment Access Expansion Grants to assist in determining value and impact of services and inform future funding decisions.	
1.14	Are organisations required to provide a detailed budget for each of the four years of the grant funding period?
Yes. Organisations are required to submit applications inclusive of *Schedule D Proposed Grant Budget* for each grant package.	
1.15	Will annual indexation be applied to grant funding?
The Ministry of Health cannot guarantee the application of indexation to grant funding. Organisations should include all anticipated expenses in *Schedule D Proposed Grant Budget.*	
1.16	Are organisations expected to deliver services for people on prescribed medication, including opioid agonist treatment (OAT)?
Yes. Organisations are required to deliver the range of services in the Treatment Access Expansion Grant packages for people on prescribed medication, including opioid agonist treatment. Organisations are not required to deliver opioid agonist treatment.	
1.17	Are applications for the residential rehabilitation service for young people and residential rehabilitation service for Aboriginal women required to include delivery of residential withdrawal management?
Yes. Applications for the residential rehabilitation service for young people must describe the service delivery model of care and activities that includes delivery of a minimum of two (2) low to medium acuity residential withdrawal management beds/places. Applications for the residential rehabilitation service for Aboriginal women must describe the service delivery model of care and activities that includes delivery of a minimum of two (2) low to medium acuity residential withdrawal management beds/places.	
1.18	How will the needs of people with young and older children be met?
Organisations submitting applications to deliver residential rehabilitation and withdrawal management for Aboriginal women or day rehabilitation and case management for people with dependent children must demonstrate how the service will be delivered considering the range of children's ages. Priority will be given to services for people with dependent children aged 5 years and younger.	
1.19	Can organisations deliver services across NSW state borders?
No. Services must be delivered in NSW.	
1.20	How should organisations demonstrate evidence of need for the proposed service location?

Organisations are encouraged to respond to requirements on evidence of service need using local knowledge and publicly available information, such as that in HealthStats NSW, Australian Bureau of Statistics, and AIHW.

1.21	How is a regional and rural location defined?

Boundaries for regional and rural locations are defined by the local health district boundaries – refer to the NSW Health list of metropolitan and rural/regional local health districts here:
https://www.health.nsw.gov.au/lhd/Pages/default.aspx

1.22	Will grants be allocated for each local health district?

Grant applications will be assessed individually against a single set of standard requirements AND against specific AOD Treatment Access Expansion package requirements. Applications must demonstrate evidence of need for the proposed service in the proposed location. Given the number of new services to be established through the AOD Treatment Access Expansion grants, it is expected that services will be spread across NSW.

1.23	Can response to requirements go over the word guide?

Organisations are encouraged to provide responses within word guide. Organisations may refer to and provide links to supporting documents. Responses that excessively exceed the word guide may inhibit the evaluation panel from assessing applications for the required information.

1.24	How and who will approve the grant applications?

All applications will be assessed by an evaluation panel with representatives from the NSW Ministry of Health Centre for Alcohol and Other Drugs and Centre for Aboriginal Health, the Network of Alcohol and Drug Agencies (NADA) and others. Approval of the panel's grant recommendations will be in line with the NSW Health Delegations Manual https://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx

1.25	When is the latest organisations can submit a question about the grant opportunity?

The Ministry of Health will provide responses to questions about the grant opportunity until 5pm Friday 12 May 2023. The Ministry of Health cannot guarantee responses to questions received after 5pm Thursday 11 May 2023.

1.26	Is this stream [package 4 – community-based withdrawal management, case management and counselling for priority populations] open to funding Models of Care that respond to individual treatment need, for example, some people may require access to withdrawal management and counselling and/or case management, while others may only require access to counselling and/or case management (without withdrawal management)? Can clients access only counselling and/or case management support under this stream?

Organisations applying to deliver package 4 (community-based withdrawal management, case management and counselling for priority populations) will be required to have all three treatment tions available as part of the service model, however the Ministry of Health acknowledges that clients may not need or want more than one intervention type during an individual treatment episode. Organisations are encouraged to propose models of care and volume of care based on evidence of need.

1.27	Can existing service providers apply for grants to expand services to create new access for priority populations in areas where there continues to be unmet need? What information would you require to best demonstrate this unmet need and that organisations are not 'double dipping'?

Organisations can apply for Treatment Access Expansion grants to expand existing services or establish new services in line with the requirements of each Treatment Access Expansion grant package. Treatment Access Package/s can only be applied for to deliver services that are not already funded by NSW Health or another government agency. These grants are not intended for covering shortfalls in existing service budgets.

1.28	Does each partnering organisation need to submit a response to B.2.1 – B.2.4? Or just the Lead Agency?

No. Each application must include one *Schedule B Response to Eligibility and Standard Requirements*. Applications from individual organisations and applications from partnership/consortia organisations are to include one *Schedule B Response to Eligibility and Standard Requirements.*

1.29	Do organisations need to be accredited?

Organisations must be accredited against the NSW Health approved accreditation standards for organisations delivering AOD treatment services (refer to list of standards here). Organisations with current membership of an accrediting agency that can demonstrate active and recent progress towards accreditation against NSW Health approved accreditation standards are eligible to apply. Any new services established from successful Treatment Access Expansion grants will be required to be included in the organisation's future accreditation program.

1.30	How do I know if my proposed service type would be considered for a grant?

Organisations are encouraged to review the requirements documented in the Treatment Access Expansion Grants Guidelines and the application documents. Proposed programs, models of care and service delivery must meet the requirements and align with a core group of NSW Health and other agency frameworks and guidelines, as well as grant package specific frameworks and guidelines.

1.31	What format does my grant application need to be submitted in?

Applications must be submitted in full inclusive of all completed required documents, in Microsoft Word format (with file name ending in ".doc" or ".docx"), Microsoft Excel format (with file name ending in ".xls" or ".xlxs") and/or or Adobe Acrobat (*.pdf). Files will need to be sent within your organisation's email file size limitations. Utilising zipped files may assist in reducing file sizes https://support.microsoft.com/en-us/office/send-large-files-with-outlook-8c698842-b462-4a4c-8d53-5c5dd04f77ef.

1.32	Can a gradual implementation of the service be proposed?

Yes. Organisations must submit *Schedule E Indicative Service Implementation Plan* outlining the proposed service implementation, including any gradual implementation phases. It is expected that organisations will deliver services in full before 1 July 2024. *Schedule F Service Staffing Plan* must reflect the proposed service implementation plan.

1.33	Can I apply for a grant if I haven't received a response to my request for support from the Local Health District?

Yes. Organisations are required to demonstrate service delivery partnerships and client care pathways, including with local health districts (LHDs). In-principle support from LHD AOD Director level or higher indicates open communication and willingness of both parties to commence or continue collaborative service delivery. Organisations that have not been able obtain in-principle support from the relevant LHD despite genuine efforts are to select 'not yet' in Schedule B.1.2 requirement. The Ministry will undertake due diligence to confirm information submitted in applications.

1.34	What other grant opportunities will be available?

The Ministry of Health has funded the Network of Alcohol and Drug Agencies (NADA) to deliver a $5.8 million infrastructure grant opportunity for NGO funded by NSW Health to deliver AOD services. The scheduled opening of the infrastructure grant opportunity is May 2023.
The Ministry of Health is developing a procurement approach for the delivery of AOD multidisciplinary hubs across NSW. The Ministry of Health will provide details of funding opportunities associated with this program as it is further developed.

1.35	Can minor renovations and virtual fit-outs be included in operational budget proposal?

Yes. Minor costs for establishing new services can be included in the proposed budgets. Additionally, the Ministry of Health has funded the Network of Alcohol and Drug Agencies (NADA) to deliver a $5.8 million infrastructure grant opportunity for NGO funded by NSW Health to deliver AOD services. The scheduled opening of the infrastructure grant opportunity is May 2023.

1.36	Can I get feedback from the NSW Ministry of Health on a draft grant application?

No. Organisations are encouraged to seek support to prepare grant applications if needed; this may include referring to grant application resources and toolkits, speaking with your peak body about current best practice and evidence, or partnering with other organisations and agencies. In line with NSW Government Closing the Gap in NSW 2022-2024 Implementation Plan priority to *grow and strengthen*

Aboriginal community-controlled organisations, these organisations are encouraged to seek support from the Aboriginal Health and Medical Research Council.

1.37	**What support is there for smaller NGOs applying for grants?**

The Ministry of Health is seeking to engage organisations with suitable service models, experience, capability and skills to deliver AOD services. Eligible small, medium and large organisations are encouraged to submit applications to deliver one or more Treatment Access Expansion grant packages. Organisations are encouraged to seek support to prepare grant applications if needed; this may include referring to grant application resources and toolkits, speaking with your peak body about current best practice and evidence, or partnering with other organisations and agencies. In line with NSW Government Closing the Gap in NSW 2022-2024 Implementation Plan priority to *grow and strengthen Aboriginal community-controlled organisations,* these organisations are encouraged to seek support from the Aboriginal Health and Medical Research Council.

1.38	**Is an Aboriginal Health Impact Statement required for each proposed service?**

Yes. Organisation are required to complete and submit a separate *Schedule G NSW Aboriginal Health Impact Statement* for each grant package being applied for. Aboriginal community-controlled health organisations are not required to complete Schedule G.

1.39	**Are there templates for responding to the grant requirements?**

Yes. Applications must be submitted in full inclusive of all completed required documents as detailed on page 6 and page 20 of the Grant Opportunity Guidelines. Application documents are available on the NSW Health website here and on the NSW Grants Finder website here.

1.40	**We are seeking to understand the definition of "grant package" in the guidelines.**

The Treatment Access Expansion Grants refer to the five (5) grant packages organisations may submit applications for:
- Residential rehabilitation and withdrawal management for young people aged 12-17 years
- Residential rehabilitation and withdrawal management for Aboriginal women, including Aboriginal women who are pregnant and Aboriginal women with young children
- Day rehabilitation and case management for people with dependent children
- Community based withdrawal management, case management and counselling for priority populations
- Day rehabilitation and/or counselling for young people aged 12-17 years and young adults aged 18-24 years.

The total number of treatment grants available and the maximum amount of funds available for each grant package per annum is specified in the Grant Opportunity Guidelines.

1.41	**Could you please clarify if a separate Schedule C Treatment Program Size and Period & D Proposed Budget is to be provided for each individual package within each AOD Treatment Access Package. For example, if an applicant were to apply for 9 x treatment packages within Package 5 – Day rehabilitation and/or counselling with people aged 12-24 years, does the applicant submit 9 x individual budgets for Package 5 or one consolidated budget; and 9 x Schedule C.5's or one consolidated Schedule C.5 for the 9 packages?**

Organisations submitting more than one application for a treatment package are required to submit one (1) *Schedule A* and one (1) x *Schedule B* requirements, and multiple responses to *Schedule C, Schedule D, Schedule E, Schedule F,* and *Schedule G,* according to the number of applications being submitted.

1.42	**Can applications be made for service locations in metropolitan areas?**

Yes. Priority will be given to NSW rural and regional locations for residential rehabilitation and withdrawal management for young people aged 12-17 years and residential rehabilitation and withdrawal management for Aboriginal women.

1.43	**Can applications for day rehabilitation and/or counselling for young people aged 12-17 years and young adults aged 18-24 years include consortium application and training opportunities for AOD sector such as SMART Recovery for Youth?**

Funding can only be used for the establishment and delivery of AOD treatment services as required for each AOD Treatment Access Expansion package. Organisations provide details of the costs of establishing and delivering services according to the proposed program, model of care and activities.

1.44	Can you clarify what is considered experience in providing AOD treatment services?

An organisation, or at least partner organisation or member of a consortia application, must have at least three (3) years' experience in providing community based AOD treatment services. AOD treatment services include psychosocial counselling, case management, day rehabilitation, withdrawal management, and residential rehabilitation.

1.45	For package 5, day rehabilitation and/or counselling with people aged 12-24 years, does it mean that AOD psychosocial counselling is one service type that can be rolled out by itself? For example, can young people attend counselling, say weekly, and also have access to therapeutic groups and events and also engage in case management but not necessarily a structured day rehabilitation program?

Organisations submitting applications for package 5 can propose programs and models of care that include AOD day rehabilitation only, AOD psychosocial counselling only, or both AOD day rehabilitation and AOD psychosocial counselling for young people aged 12-17 years and/or young adults aged 18-24 years.

1.46	For package 4, community-based withdrawal management, case management and counselling for priority populations, we anticipate that the majority of the priority target groups we will support will opt for counselling and case management support and that the uptake of community-based withdrawal management would be quite low. We do have a partnership with Drug Health and can offer that option to all clients. Is there an expectation that a particular proportion of clients would access the withdrawal management component and if the uptake is low would that be an issue?

The Ministry of Health is seeking to engage organisations to deliver AOD treatment services as specified in the Grant Opportunity Guidelines. Organisations submitting applications to deliver package 4 services will be required to deliver community-based withdrawal management, case management and counselling for priority populations alone or in partnership/consortia with other organisations. The Ministry of Health acknowledges that clients may not need or want more than one intervention type during an individual treatment episode. Organisations are encouraged to propose models of care and volume of care based on evidence of need.

1.47	If we apply for two of the grant packages (say 4 and 5), what would the implications if any be for that? Would we be eligible for both or would we have to choose one?

Organisations can apply for one or more grant packages. There are no limits to the number of applications an organisation can apply for or to the number of grants awarded to an organisation.