

# **Alcohol and other Drug Peer Workforce Grants Program 2022-23**

Guidelines

*November 2022*

## Purpose

The Department of Health (DoH) is committed to building an Alcohol and other Drug (AOD) Peer Workforce in Tasmania that supports the delivery of alcohol and drug services that are strongly consumer and carer focused, sustainable, and accessible.

Through the 2022-23 State Budget, the Tasmanian Government committed to providing funding of \$600 000 across two years (2022-23 and 2023-24) for the Alcohol and other Drug Peer Workforce Grants Program (the Grants Program).

The Grants Program will assist eligible AOD community sector organisations to employ peer workers to enhance the delivery of client/consumer-centred models of care.

The Grants Program aims to attract peer workers to the Tasmanian AOD Sector and build a skilled network of peer workers across the state.

Integrating lived experience into the AOD sector is a key action of the [Reform Agenda for the Alcohol and Other Drugs Sector in Tasmania](#)<sup>1</sup> specifically *Reform Direction 1: A client/consumer-centred approach across the service system*.

The Grants Program is being overseen by the Mental Health, Alcohol and Drug Directorate, and will be administered in line with best practice grants management principles.

The Grants Program is not intended to be an ongoing program, but a mechanism to pilot the foundation for a sustainable AOD peer workforce into the future. Learnings from the Grants Program will be utilised to build the case for an AOD peer workforce in Tasmania.

### Overview and Funding Availability

- The Grants Program will provide funding of \$300 000 in both 2022-23 and 2023-24.
- The Grants Program will be administered in two rounds:
  - Round One – 2022-23 (for program delivery in the 2023 calendar year), and
  - Round Two – 2023-24 (for program delivery in the 2024 calendar year).
- Eligible organisations may apply for a maximum of \$75 000 per round of the Grants Program.
- Organisations that receive funding under Round One of the Grants Program are eligible to apply for Round Two.
- As part of the Grant Program application process, DoH encourages applicant organisations to demonstrate a commitment of organisational funding and/or resources to support the peer worker(s) that they plan to recruit.

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<sup>1</sup> [https://www.health.tas.gov.au/sites/default/files/2021-11/AOD\\_Reform\\_Agenda\\_DoHTasmania2020.pdf](https://www.health.tas.gov.au/sites/default/files/2021-11/AOD_Reform_Agenda_DoHTasmania2020.pdf)

- This organisational support may be to supplement the grant funding for the employment of the peer worker(s), or to sustain the engagement of the peer worker(s) following the conclusion of the grant funding commitment.
- As Round One is the first time that the Grants Program will be offered, DoH will complete a review of the program delivery in 2023. This will enable any required amendments to be implemented for Round Two in 2024.
- For successful Round One applicants, it is expected that the recruitment of AOD Peer Worker roles will commence in early 2023.
- Funds received under Round One of the Grants Program are to be expended no later than 31 March 2024.
- Successful Round One applicants will be required to provide a Final Report and Acquittal to the Mental Health, Alcohol and Drug Directorate no later than 30 April 2024.

## Eligibility and Assessment Criteria

### *Eligible Organisations*

To be eligible for this Program, applicants must be:

- a registered organisation with a valid Australian Business Number (ABN), and
- a not-for-profit based organisation registered with the Australian Charities and Not-for-profits Commission (ACNC), and
- an incorporated organisation or other legal entity.

### *Ineligible Organisations*

The following entities are not eligible to apply for funding under the Grants Program:

- Australian, Tasmanian or Local Government entities or agencies
- Education institutions
- For-profit organisations and businesses
- Political organisations
- Private or commercial enterprises registered under company law, and
- Individuals or sole traders.

## Definition of a Peer Worker

For the purpose of this Grants Program, a Peer Worker is defined as a person who:

- identifies as having a lived experience of alcohol and other drug use issues, or
- identifies as having a lived experience of supporting a family member who has/had alcohol and other drug use issues, and
- is employed (either paid or volunteer) in a designated role within the public or non-government sector to use their common experience to support and inspire hope and recovery in others.

## Funding Eligibility

Through the application process, eligible organisations must:

- be a Tasmanian AOD community sector organisation that has current accreditation with an accreditation standard deemed compliant with the 'National Quality Framework for Drug and Alcohol Treatment Services'
- demonstrate organisational readiness to employ peer workers (e.g. completion of the Organisational Readiness Training through the Self-Help Addiction Centre (SHARC) or other industry benchmarked equivalent, and the existence of appropriate organisational policies and procedures (e.g. peer work position descriptions and organisational structure charts)
- demonstrate organisational commitment to recruiting peer workers who have completed the Drug Education Network (DEN) Peer Workforce training or another evidenced/benchmarked AOD peer training program (such as SHARC or a New Zealand recognised AOD Peer training program)
- demonstrate that the employees engaged through the Grants Program will have access to peer-specific supervision (by a trained lived experienced peer supervisor) and will be able to attend the AOD Peer community of practice
- demonstrate ability and experience required to administer grant funds for the benefit of the Tasmanian AOD sector, and
- demonstrate capacity to appropriately support employees engaged through the Grants Program.

### *Eligible Activities*

Activities eligible for funding under the Grants Program are:

- wages of the AOD Peer Worker(s) from their commencement in the role up to the value of \$75 000.

## Ineligible Activities

Activities ineligible for funding under the Grants Program include (but are not limited to):

- the repayment of a loan or any other form of debt
- recurrent operational costs, such as consumable items
- additional funds for a project already funded by the Department of Health
- purchases that provide a direct economic benefit to an individual or business, and
- purchase of laptops, tablets or computers, or other equipment expenses.

## To Apply

Complete the [Alcohol and other Drug Peer Workforce Grants Program Application Form](#)<sup>2</sup>.

### Before submitting your application, please check:

- that all requested documentation is attached, and
- the Application Form is signed.

### How to submit an application:

Applications and attachments can be submitted by email to: [atod.fundingagreements@health.tas.gov.au](mailto:atod.fundingagreements@health.tas.gov.au)

## Assessment

The Grants Program is being administered by the Mental Health, Alcohol and Drug Directorate which will be responsible for ensuring funds are distributed as efficiently as possible.

An assessment panel will assess each application against the criteria and make recommendations to the Deputy Secretary, Community, Mental Health and Wellbeing for approval.

The outcomes of the assessment process are final.

## Timeframes

The Grants Program **opens on Wednesday, 16 November 2022 and closes at 5:00 pm, Friday, 9 December 2022**. Late applications will not be accepted.

Applicants can expect to be notified of the outcome of the application by Friday, 23 December 2022. Successful applicants will receive a Funding Agreement outlining the funding terms and conditions.

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<sup>2</sup> <https://www.health.tas.gov.au/publications/alcohol-and-other-drug-peer-workforce-grants-program-2022-23-application-form>

The details of all successful applicants, including the amount of funding they receive, will be made publicly available.

Unsuccessful applicants will receive a letter advising they have been unsuccessful, with details of how to request feedback on their application.

## Reporting, Evaluation and Audit Processes

It is important for DoH to determine if grants have delivered the outcomes intended. At the end of the funding period, you must acquit your grant and demonstrate it has been used for the purpose for which it was granted.

Organisations that receive funding through the Grants Program are required to complete a Final Report and Acquittal using a template that will be provided by the Mental Health, Alcohol and Directorate.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Mental Health, Alcohol and Drug Directorate's reporting requirements.

## Goods and Services Tax (GST)

Organisations must indicate whether they are registered for GST in their grant application.

### ***Need help?***

Please contact the Australian Taxation Office (ATO) on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) if you require any clarification on GST.

## Use of the Grant

In expending the grant, you must:

- apply the grant for the purpose and outcomes outlined within the grant application and agreed by the Directorate. There is to be no deviation from the project without a written request to the Directorate seeking and obtaining prior consent.
- comply with all conditions set out in the Grant Guidelines
- complete the project by an agreed date, and
- meet all legislative requirements.

## Repayment of the Grant

The Organisation will be required to repay the grant if you:

- fail to apply the grant or any part of the grant to the agreed purpose
- fail to comply with the terms and conditions stated in these Guidelines, or
- provide incorrect or misleading information to DoH.

## Acknowledgement of the Grant

All recipients of DoH funding are required to acknowledge the support of the DoH in all publications and promotional materials relating to funded projects/programs.

DoH is to be notified of any intended media or public opportunities in relation to the project being funded no less than two weeks prior to the event occurring.

## Publicity of Assistance

DoH disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, DoH may publicise the level of its financial assistance, including the terms and conditions of the financial assistance provided.

The applicant organisation will agree to be involved in publicity associated with the project where this is requested or organised by the DoH and/or an elected Government official.

## Personal Information

Personal information will be collected from you for the purpose of undertaking DoH's activities. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of DoH or affiliated bodies, and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies, where necessary, for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the DoH's Personal Information Protection Officer by email at [rti@health.tas.gov.au](mailto:rti@health.tas.gov.au). You may be charged a fee for this service.

## Right to Information

Information provided to DoH and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (Tas)* and may, where DoH deems appropriate, be disclosed in accordance with the Act.

Applicants should clearly mark any information they do not want disclosed to a third party as confidential, along with a short paragraph outlining the reasons why the information is confidential.

An electronic copy of this document can be downloaded from the DoH website at <https://www.health.tas.gov.au/right-information>. If you have any questions, please phone DoH on (03) 6166 3525.



Tasmanian  
Government

**Department of Health, Tasmania**

Mental Health, Alcohol and Drug Directorate  
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