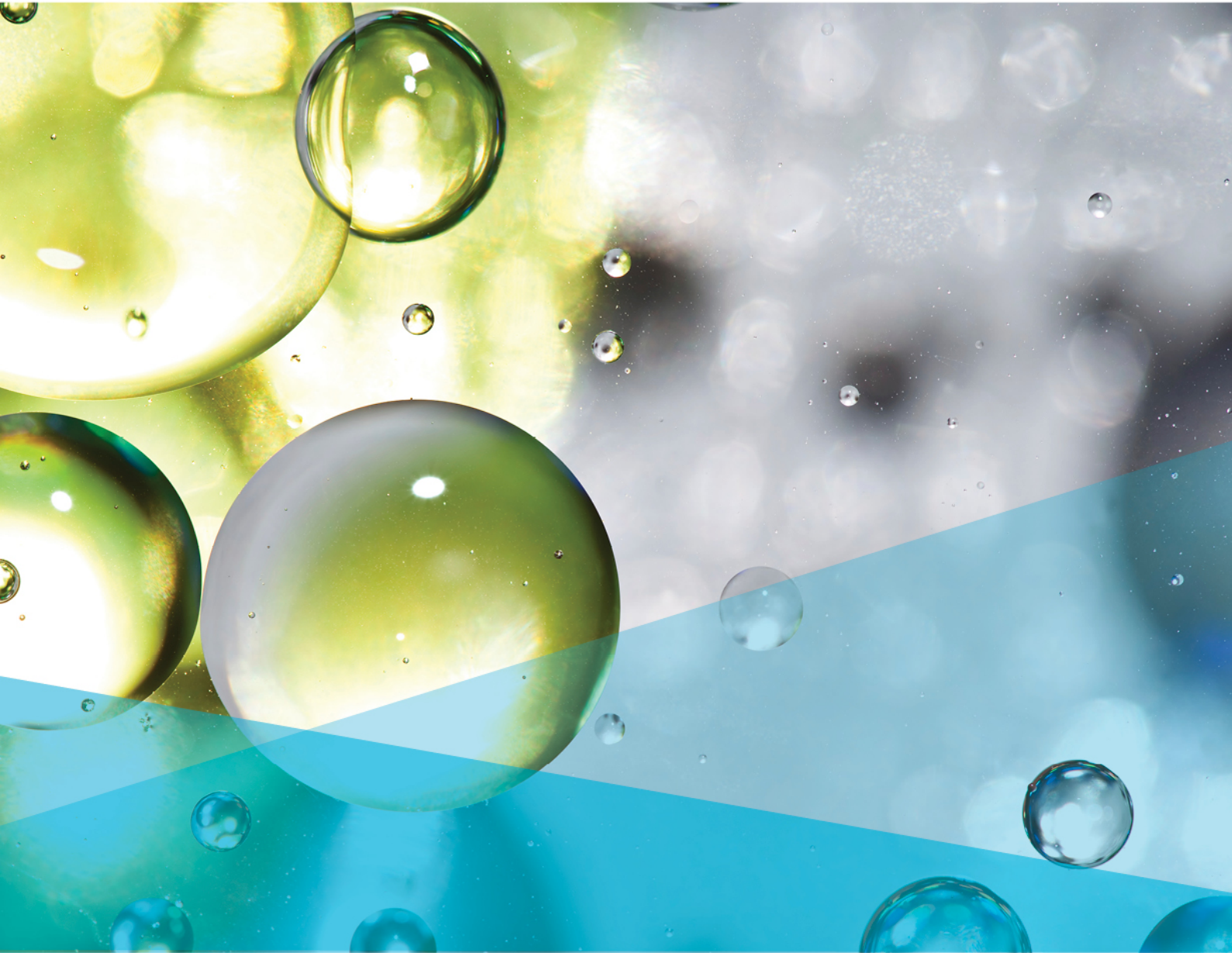


Guidelines for GAPC2017 Ian Webster Conference Scholarship Program



About the Foundation for Alcohol Research and Education

The Foundation for Alcohol Research and Education (FARE) is an independent, not-for-profit organisation working to stop the harm caused by alcohol.

Alcohol harm in Australia is significant. More than 5,500 lives are lost every year and more than 157,000 people are hospitalised making alcohol one of our nation's greatest preventative health challenges.

For over a decade, FARE has been working with communities, governments, health professionals and police across the country to stop alcohol harms by supporting world-leading research, raising public awareness and advocating for changes to alcohol policy.

In that time, FARE has helped more than 750 communities and organisations, and backed over 1,400 projects around Australia.

FARE is guided by the World Health Organization's (2010) *Global strategy to reduce the harmful use of alcohol* for stopping alcohol harms through population-based strategies, problem directed policies, and direct interventions.

If you would like to contribute to FARE's important work, call us on (02) 6122 8600 or email info@fare.org.au.

About the Global Alcohol Policy Conference 2017

The Global Alcohol Policy Conference (GAPC) is the leading forum for the world's alcohol policy makers, researchers and practitioners.

GAPC2017 will be co-hosted by the Foundation for Alcohol Research and Education (FARE), Public Health Association of Australia (PHAA), National Alliance for Action on Alcohol (NAAA) and Global Alcohol Policy Alliance (GAPA).

The conference will be held over three days from Wednesday 4 to Friday 6 October 2017 at the Pullman Albert Park Melbourne, Victoria, Australia.

This conference's theme of Mobilising for Change – *Alcohol policy and the evidence for action* builds on earlier conferences' translation of evidence into action and recognises the increasing momentum around the world to stop harm caused by alcohol.

GAPC2017 forges links between the evidence and action using rigorous alcohol policy research to inform effective responses at local, state, national and international levels.

For more information visit www.gapc2017.org.au

About these guidelines

The guidelines have been designed to assist applicants who intend to submit an application for the Global Alcohol Policy Conference (GAPC) 2017 Ian Webster Conference Scholarship Program. Please read the guidelines closely before submitting your [application](#).

About the GAPC2017 Ian Webster Conference Scholarship Program

The Foundation for Alcohol Research and Education (FARE) is funding the GAPC2017 Ian Webster Conference Scholarship Program to support Australian based alcohol policy makers, researchers and practitioners or those with an interest in alcohol policy who would not normally be able to attend the GAPC2017 conference.

Financial assistance is being provided to enable individuals working in regional and remote regions of Australia to attend the conference, which runs from 4-6 October, 2017.

Individuals will require a letter of support from their employer and organisation to attend the conference. Individuals or their employers will be required to cover costs not covered by this scholarship program.

The aim of GAPC2017 is to:

- promote debate on alcohol policy and the evidence for action
- promote the involvement of alcohol policy makers, researchers and practitioners at this conference
- forge links between evidence and action using rigorous alcohol policy research to inform effective responses at local, state and national levels.

The GAPC2017 Ian Webster Conference Scholarship Program recognises Emeritus Professor Webster's contributions to the Foundation for Alcohol Research and Education (FARE) as well as the exceptional leadership he continues to demonstrate in his work throughout the not-for-profit sector, and in his various advisory roles to government.

Funding available and use of funds

Applicants can apply for a maximum of \$3,500 (excluding GST).

Specifically, the funds are available for:

1. conference registration fee
2. reasonable accommodation costs, based on either
 - a. the Australian Tax Office's fact sheet for daily allowance expenses (Table 1) in Melbourne: [Travel Allowance](#) or
 - b. the accommodation recommended by the conference organisers
3. travel costs
 - a. the funding provided will be to support interstate or intrastate travel by plane or car, whichever is cheaper

- i. e.g. economy-class flights (business-class travel is not funded)
 - ii. e.g. driving costs, based on the ATO rates per business kilometre: [Cents per Kilometre method](#)
- b. travel costs do not include intra-city travel expenses; expected to be covered by your employer where applicable.

Eligibility criteria

To be eligible for funds under the GAPC2017 Ian Webster Conference Scholarship Program, the applicant must be:

- an individual, who is a policy maker, researcher, practitioner or with an interest in alcohol policy, who is being supported by their employer to attend
- working in a rural or remote region of Australia
- working in a not-for-profit organisation
- an Australian permanent resident.

Applicants who are early career policy makers, researchers and practitioners working in the following areas are encouraged to apply:

- persons working for an organisation providing services to Aboriginal and Torres Strait Islander communities
- persons from an Aboriginal and Torres Strait Islander background.

Please note that the conference and scholarship attendance program is not open to any person who has a conflict of interest due to financial relationships, direct or indirect, with the alcohol industry.

While more than one individual from the same organisation may apply for a scholarship, the Selection Panel reserves the right to support only one individual from that organisation.

What we do not fund

The following items will not be accepted as expenditure:

- intra-city travel
- business class travel
- meals
- daily living allowance
- taxis to and from the airport.

Completing your application

Please read the following information carefully to ensure that you complete the application form correctly. The completed application form and supporting documentation must be emailed to GAPC2017@fare.org.au.

Frequently asked questions (FAQs)

What are you looking for in my application?

In short, successful applicants will:

- demonstrate the benefits the conference will have for the organisation and staff member; and
- have put together a detailed budget that demonstrates value for money.

My organisation is not incorporated. Am I still able to apply?

Yes. However, there are a few specific details that you need to consider when you are completing the application form.

This Program is unable to award funds directly to an unincorporated group or association. If you are successful in your application, the Funding Agreement will need to be drawn up between FARE and an auspicing incorporated association.

When completing your application ensure that Part 1 is completed in the name of the auspicing organisation on behalf of your organisation:

- Under organisation name you should include the names of both the auspicing organisation and your organisation i.e. write “<name of auspicing organisation> on behalf of <name of your organisation>”.
- For the remainder of Part 1, the information provided should relate to the auspicing organisation only.

You are also asked to provide a letter from the auspicing organisation that confirms:

- their support for your application;
- the auspicing relationship between your organisation and theirs; and
- their agreement to managing the Funding Agreement and associated funds on your organisation’s behalf should you be successful in your application.

Should I include GST in the budget?

The scholarship funding of up to \$3,500 is GST exclusive.

A budget outlining GST exclusive and GST inclusive figures is required with your application.

GST will be paid by FARE to you.

How do I submit my application?

Applications and supporting documentation must be emailed to GAPC2017@fare.org.au by midnight (AEST) on Sunday 25 June 2017.

The Selection Panel will not accept your application unless you meet the Program’s eligibility criteria, have completed the application form correctly and supplied the required supporting documentation with your application.

Your application will be acknowledged upon receipt by FARE. It is your responsibility to ensure that your application has been received. **If you have not received an email acknowledgement of your application within a few minutes, please contact FARE.**

Does my organisation need to support my application?

Yes. A letter of support from an individual's employer or research supervisor is required stating that the individual has approval to attend the conference and outlines the individual's and/or employer's co-contribution and commitment to cover out of pocket expenses above the limit of the scholarship funding.

Approval must be given by the appropriately authorised officer from your organisation. This will most likely be your chief executive officer or deputy CEO. If you are a researcher and work or study at a university, this will likely be the person who oversees your project/research budget.

When will I be notified of the outcome of my application?

Applicants can expect to be notified of the outcome of their application in writing within four weeks of the closing date.

Who assesses the applications?

FARE staff will be responsible for assessing the applications.

Will the grant cover all of my costs?

A grant from this Program may not cover all of the costs associated with supporting a recipient to attend the conference.

What happens if the staff member is unable to attend?

If you are successful in receiving funds under the Program and the staff member is unable to attend, you will need to contact FARE's Research Coordinator as soon as possible to discuss your options.

When will I receive the funds?

Grant funds will be paid by FARE in two instalments: 70 per cent of total allocation on execution of the Funding Agreement, and 30 per cent of total allocation on satisfactory submission of the final reports (see page seven).

What is included in the funding agreement?

The Funding Agreement administered under the GAPC2017 Ian Webster Conference Scholarship Program will outline the funding amount awarded and how it may be spent and your reporting requirements.

Successful applicants will have an opportunity to view and provide feedback on the Funding Agreement prior to signing it.

What sort of report do I have to submit?

After the conference, recipients of a scholarship will be asked to provide

- an expenditure of funds including:
 - a) an income and expenditure statement relating to the funding provided under this Agreement. The report must show expenditure in accordance with the approved budget (where applicable) or, where there is no approved budget, show to our satisfaction major items/areas of expense
 - b) verify that you have spent the funding provided on the Activity and in accordance with this Agreement.

In addition, recipients will be required to write a post for *Drinktank*, a forum initiated by FARE that engages in robust discussion about alcohol. The post should answer the following questions:

- What was the highlight of your time at GAPC2017?
- What did you learn at GAPC2017 and how will you apply this?

Further information in relation to this report, including a final report template, will be provided to successful applicants prior to the execution of the Funding Agreement

Further information

For further information, please contact:

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Research Co-ordinator

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02 6122 8600



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