Example Project

Youth Action Research on Drug and Alcohol perceptions.

The first step in this project was to answer an advertised call for submissions by the Commonwealth Government under the National Illicit Drug Strategy. This was advertised in the daily newspapers for organisations with an interest in providing services to young people regarding the prevention of use of illicit drugs.

In order to respond to this submission, the organisation formed a working group of interested parties. This was made up of other organisations, workers, interested stakeholders (police, schools) and anyone else from the community known to have an interest in the area.

A submission was developed using the format laid out by the Government Department. In this case the format was prepared electronically and so was very clear on the questions to be answered and the word limit. Not all submissions are this rigid. Although they may stipulate the information needed to be known, there often is some flexibility around the development of the submission and the format. In this case the following information was required:

Part One

Information about the organisation

- The organisations contact details.
- Information on organisational structure(e.g. Board of management, committee of management etc.).
- Organisational status(e.g. Incorporation, company limited by guarantee etc).
- Management structure.
- Core business.
- Financial record keeping and accountability history.
- Previous record of the provision of similar projects.
- Results of these projects.
Part Two

About the Primary Prevention Project

1. Title of Project and brief description, including project goals.
2. What evidence is there to show that the primary prevention project is needed?
3. What are your strategies and what evidence is there that they are likely to be successful?
4. Who are the primary target groups for the prevention project and how are you going to involve them in your planning?
5. Who are the secondary target group?
6. What other organisations will be involved with the project?
7. The successful applicant will be expected to work as a resource for new groups developing innovative prevention programs. How will you be able to assist such groups?
8. What are the objectives of the project, the milestones you have identified to help measure the progress of the project and what activities will you undertake to reach each of these milestones?
9. What plans do you have so that the achievements of the project will be sustained when the funding initiative comes to an end?
10. How will you monitor the progress of the project and evaluate its effectiveness?
Part 3

Financial
1. Please provide a budget for this project. The maximum amount is $100,000.
2. Please provide your banking details.

Once the submission had been successful, the management of the project began.

Budget review.

The budget for this project was:

<table>
<thead>
<tr>
<th>Staff Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research/project worker for 12 months x 1 EFT plus oncost</td>
<td>47,308</td>
</tr>
<tr>
<td>Premises costs</td>
<td>5,000</td>
</tr>
<tr>
<td>Meeting/seminar costs</td>
<td>1,860</td>
</tr>
<tr>
<td>Telephone and postage</td>
<td>2,000</td>
</tr>
<tr>
<td>Printing and stationary</td>
<td>2,500</td>
</tr>
<tr>
<td>Travel contribution to young people for meetings</td>
<td>300</td>
</tr>
<tr>
<td>Lead agency management costs</td>
<td>5,896</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>64,864</strong></td>
</tr>
</tbody>
</table>
At the first meeting the steering committee (which was made up of the original key stakeholders) reviewed the budget and realised they hadn’t allowed for worker travel and any reward/incentive for young people is participation. They then rejigged the budget to have the position at 0.9 which allowed some money for this.

A Project plan timeline was established with the worker

<table>
<thead>
<tr>
<th>Month</th>
<th>Establishment Phase</th>
</tr>
</thead>
</table>
| March  | • Commence primary research.  
      • Begin to identify and meet with key stakeholders.  
      • Disseminate information about project. |
| April  | • Continue research phase.  
      • Prepare for mapping and community consultations. |
| May    | • Implement mapping phase.  
      • Implement community consultations. |
| June   | • Release report on findings of mapping and community consultations. |
| July   | • Select initiatives that will address gaps identified in report. |
| August | • Convene working groups to guide initiatives.  
      • Design and implement initiatives. |
| September | • Launch final report.  
            • Hold public forum discussing project and future recommend. |

This workplan gave the worker and steering committee a guide to evaluate the project within the timeframe. The project could not be extended as the funding was limited.