

ROYAL MELBOURNE GRADUATE NURSES' ASSOCIATION

# Small Grant Program

## GUIDELINES

## Royal Melbourne Graduate Nurses Association



RMGNA, PO Box 2182, Royal Melbourne Hospital. VIC. 3050.



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<https://rmhgna.com.au/>

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## 1 RMGNA Small Grants Program process

### **The RMGNA Small Grants Program is open all year**

Applications are reviewed and approved at the Committee meetings i.e., 4 times per year  
Grant guidelines available at: <https://rmhgna.com.au/scholarships-%26-awards>



### **You complete and submit a grant application**

You complete the application form – available in paper format (pg. 11-12 of this document), downloaded from the RMGNA website or [completed online](#)



### **We assess all grant applications**

We assess all applications against eligibility criteria and notify you if you are not eligible.  
Members of the RMGNA Small Grants Sub-committee then review your application against the assessment criteria including overall consideration of purpose alignment, relevance and money value

Note: all submissions are deidentified during the review process to ensure impartiality



### **Grant decisions are confirmed at the next committee meeting following submission**

The RMGNA Committee are presented with the reviewers' decisions and decide on the amount of grant money provided for each application



### **We notify you of the outcome**

We advise you of the outcome of your application on submission and if successful or not  
Please ask us for feedback if your application was not successful



### **Successful application**

Your grant will be paid into your nominated bank account  
Note: our small grants are funded 50/50 with the Royal Melbourne Hospital Foundation



### **Delivery of grant**

'Delivery' of the grant means you undertake the grant activity  
Delivery also includes providing, within 6 months of completing the activity or the date you were notified of a successful application (whichever is shorter), an article for the RMGNA newsletter or present your key learnings at one of our meetings



### **Evaluation of the Program**

We evaluate the program – internal processes, documentation and your experiences – to ensure the purpose is met and the program is as efficient and effective as possible

## 2 Introduction

The rapidly evolving healthcare environment, with its continuous scientific and technological advances, means nurses have a professional obligation to participate in continuous professional development (CPD). Despite nurses viewing professional development as highly relevant to their practice, essential for their competence and confidence and critical for patient safety, financial constraints are a common and significant barrier to participation in CPD activities.<sup>1</sup>

The Royal Melbourne Graduate Nurses' Association (RMGNA) is committed to advancing the nursing profession and supporting our members to participate in CPD activities through the provision of small grants.

### Purpose

Our small grants program provides funding for members to pursue further learning, skills development or experiences that will positively impact on their own practice, professional identity and/or professional community connections.

CPD activities include, but are not limited to:

- attendance at conferences, study days, seminars, short courses, etc.
- purchase of books or other resources
- completion of online study, learning modules, etc.
- journal subscription
- membership in a nursing-related organisation, association, or special interest group.

## 3 About the grant program

### 3.1 About the Royal Melbourne Graduate Nurses Association

The Royal Melbourne Graduate Nurses' Association (RMGNA) was formed in 1917 by Lady Superintendent Jane Bell. Our association aims to keep our nurses connected and advance the interests of nursing through support of education, research and community. We provide scholarships, awards and grants to past and present Royal Melbourne Hospital nurses as well as organising social events.

Our committee members work hard to ensure the RMGNA's rich history is preserved, and our support of nurses and nursing continues into the future in a dynamic and relevant way such as providing small grants for members to pursue continuing professional development opportunities which may otherwise not be accessible to them.

### 3.2 Grant amount

Small grants can be made for any value up to **\$500**.

**The RMGNA will fund half the value of each grant, and this will be matched by our funding partner, The Royal Melbourne Hospital Foundation. Specific funding and**

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<sup>1</sup> Vázquez-Calatayud, M., Errasti-Ibarrondo, B., & Choperena, A. (2021). Nurses' continuing professional development: A systematic literature review. In *Nurse Education in Practice* (Vol. 50). <https://doi.org/10.1016/j.nepr.2020.102963>

payment conditions will be negotiated between the RMGNA and the Royal Melbourne Hospital Foundation.

These small grants are a contribution towards the cost of the CPD activity and may not meet the full amount requested.

The RMGNA's committee reserves the right to award monies outside of the application guidelines or provide a smaller or greater amount than requested.



Applications will only be reviewed if submitted directly to the RMGNA; any applications mistakenly submitted to the Royal Melbourne Hospital Foundation will not be processed.

### 3.3 Key dates

The activity partially/fully funded by the small grant must be completed within the 12 months prior to, or in the 12 months following, the submission of the small grant request.

Grant applications will be assessed within 4 weeks of submission of application.

The outcome of current submissions will be presented at the next available committee meeting after the submission date i.e., submissions will be reviewed four times per year. The RMGNA committee meeting dates are available on our website: <https://rmhgna.com.au/>.

## 4 Eligibility criteria

### 4.1 Who is eligible to apply for a grant?

Applicants for a small grant must meet the following criteria:

- Applicant is a current RMGNA member and has been a member for more than a year
- Preference will be given to members who are currently employed in a nursing-related position
- Consideration will be given to members that, through professional or volunteer activities, have a positive impact on patient care, the profession of nursing or their own development outside of an employed position
- The member has not received an RMGNA small grant in the previous 2 years

### 4.2 Who is not eligible to apply for a grant?

Applicants are ineligible for a small grant if:

- They are not a current member of the RMGNA
- They are a current RMGNA member but registered less than 1 year ago
- They received an RMGNA small grant in the previous 2 years

## 5 What the grant money can be used for

### 5.1 Eligible grant activities

- The activity promotes learning, skills development or experiences that will positively impact on their own practice, professional identity and/or professional community connections

- Consideration will also be given for activities that support development in new areas of interest or career progression, such as leadership, wellbeing, teaching and research
- Proof of involvement in the activity is submitted with the application e.g., course enrolment form, journal subscription receipt, workshop completion certificate, etc.
- The activity was completed in the last year or is to be completed in the next year
- Eligible grant activities include, but are not limited to:
  - attendance at conferences, study days, seminars, short courses, etc.
  - purchase of books or other resources
  - completion of online study, learning modules, etc.
  - journal subscription
  - membership in a nursing-related organisation, association, or special interest group.

## 5.2 Ineligible grant activities

Funding will not be considered for:

- Activities with a religious or political focus
- Activities based on the consumption of alcohol or gambling
- Interstate or international travel costs
- Incomplete applications.

# 6 The assessment

## 6.1 Assessment process

Applicants will receive an email confirming receipt of their application, and any further action/s required:

- a. Confirmation that they have met the submission criteria i.e., all applicable fields of the application form are completed, contact details are valid and evidence of involvement in the CPD activity has been provided; or
- b. Instructions for resubmission if the application does not meet the submission and eligibility criteria.

The secretary will de-identify correctly submitted applications and send them to members of the RMGNA Small Grants sub-committee:

1. Two (2) sub-committee members must evaluate the deidentified submission against the eligibility and assessment criteria within 4 weeks of receiving the application form
2. The reviewers must complete the Application for Review form (paper-based or [online survey form](#))
3. The reviewers email the RMGNA secretary that they have completed the application review:
  - a. if a paper-based form is used, the completed form is attached to the notification
  - b. if the online survey is used, provide the pseudonym of the applicant so this can be matched to the online information
4. The data from the completed review forms are entered in the RMGNA Small Grant database by the secretary and the forms are secured
5. A deidentified summary of all small grant application reviews received since the last committee meeting is presented at the next meeting of the RMGNA main committee and grant amounts for each approved applicant decided

6. Following the committee meeting, applicants will receive an email outlining the outcome of the review and what the next steps will be.

All applicants will be notified in writing regarding the committee's decision and no information about grant decisions will be given over the phone.



There is no avenue of appeal for unsuccessful applications.

## 6.2 Assessment criteria

Royal Melbourne Graduate Nurses' Small Grants applications are reviewed against the assessment criteria below. Only applications that adequately meet the assessment criteria will be considered.

### 1. Alignment to the purpose of Royal Melbourne Graduate Nurses' Small Grants (up to 4 points)

- This activity provides the opportunity to positively impact the member's own practice and professional identity
- This activity benefits the applicant, their workplace or other nurses by connecting with their professional community
- The activity provides the applicant with new skills, knowledge and experiences to improve the patient care they provide
- This activity advances nursing scholarship

### 2. Relevance (up to 4 points)

- The activity is relevant to the member's current role and/or practice
- This activity is associated with an area of professional development/growth identified by the applicant
- The activity supports a new career or professional goal identified by the member
- Completing this activity will allow the applicant to better support peers, learners and other care providers

For example, the member is a renal nurse wishing to attend a workshop on advances in peritoneal dialysis; or they work in a clinical role but wish to advance their career in a management role and are seeking financial support for leadership training.

### 3. Financial support (2 points)

- The grant amount requested is appropriate to the activity
- The member provided evidence of involvement with the CPD activity e.g., invoice, enrolment details, etc.



The application must meet at least one criterion per section to be considered for a small grant.

## 6.3 Additional assessment considerations

The Royal Melbourne Graduate Nurses Association committee reserves the right to request further information to aid the assessment.

In exceptional circumstances, small grants may be awarded outside of these application guidelines. For example, funding transport costs for a member to attend a meeting, where they are integral to the meeting's purpose or outcomes, but they need financial support to attend.

## 7 How to apply

Before applying, you must read and understand these guidelines.

These guidelines, application documents and further information can be found on the Scholarships & Awards page of the RMGNA website (<https://rmhgna.com.au/>). To apply you must:

- Complete the application form (see 'Application form options' below)
- Provide all the information requested
- Address all eligibility and assessment criteria, and
- Include all necessary attachments

### 7.1 Application form and submission options

- Go to the Scholarships & Awards page of the RMGNA website (<https://rmhgna.com.au/>) and complete the online application form, or
- Print the paper-based application form (Appendix 1) and complete the form and scan/email to [rmhgna@outlook.com](mailto:rmhgna@outlook.com) or mail to RMGNA, PO Box 2182, Royal Melbourne Hospital. VIC. 3050; or
- Download the application form (word document) from the RMGNA website, fill out the fields and email to [rmhgna@outlook.com](mailto:rmhgna@outlook.com)

### 7.2 Further application information

The Royal Melbourne Graduate Nurses' Association Small Grants are open for applications all year round.

Applicants will receive an automated email containing details of their submission and confirmation that it has been received. If you do not receive this, please email us ([rmhgna@outlook.com](mailto:rmhgna@outlook.com)) so we can follow up your application

You are responsible for ensuring that your application is complete, true and accurate and you should keep a copy of your application and any supporting documents.

If you find an error in your application after submitting it, you should contact us immediately at [rmhgna@outlook.com](mailto:rmhgna@outlook.com) although we do not have to accept any additional information, or requests from you to correct your application if the review process has already begun. If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

If you need further guidance about the application process or if you are unable to apply online contact us at [rmhgna@outlook.com](mailto:rmhgna@outlook.com).

### 7.3 Attachments to the application

Proof of involvement in the activity must be submitted with all applications e.g., course enrolment form, journal subscription receipt, workshop completion certificate, etc.

Applicants may be asked to provide additional information if the submission requires special consideration i.e., does not meet some of the eligibility criteria.

You should only attach requested documents. We will not consider information in attachments that we do not request.

## 8 Conditions of a successful application

In accepting the small grant monies, the successful applicant agrees to:

- Provide a summary of the funded activity, key learnings, and implications for practice to the RMGNA within 6 months of completing the activity – this can be in the form for publication in the RMGNA newsletter or a presentation at a meeting
- Acknowledge the RMGNA and the Royal Melbourne Hospital Foundation in any promotional materials, published works, etc. that are associated with the funded CPD activity.

Failure to meet these conditions may mean successful applicants are asked to return the full small grant amount to the RMGNA.

## 9 Data and applicant security

Access to applicant personal information, including electronic and paper records with identifiable personal details, is restricted to the RMGNA secretary.

Applicants are asked to provide a pseudonym that will be used for all review and approval processes to ensure privacy and to enhance impartiality; the secretary is the only person who knows the applicant's personal details.

The secretary will organise for payment of approved small grant monies to a bank account identified by successful applicants.

## 10 Frequently asked questions

**Q.** Can I submit more than one application?

**A.** No, we will only accept one application per person in a 2-year period.

**Q.** Can a non-member who is an RMH nurse apply for funding?

**A.** No, small grants can only be approved for current members who have been members for more than a year.

**Q.** Can an RMGNA committee member apply for a small grant?

**A.** Yes, but they must excuse themselves from the review process (if a member of the Small Grants subcommittee) and the part of the committee meeting where their application is tabled for review.

**Q.** Can I ask for a small grant to pay for flights to a conference or course interstate/overseas?

**A.** No. Funding will not be provided for interstate and/or international travel costs but can be put towards conference registration fees.

**Q.** The application form asks for personal information including bank account details; how will you keep my details secure?

**A.** If documents or the original application need to be shared, such as a request for more information from a committee member or as part of the co-funding process with the Royal Melbourne Hospital Foundation, these forms will be de-identified (including the removal of your bank account details).

The Small Grants program database will be secured to protect the privacy of all applicants and the RMGNA's Secretary will be the only RMGNA member with access to this database.

## Small Grant Program – Application Form

<b>Applicant name</b>		<b>Applicant phone no.</b>	
<b>Applicant email</b>		<b>Alternative contact</b>	
<b>Applicant address</b>			
For the purposes of fair, unbiased review of your application, your name and contact details will be withheld from the reviewers. Please choose a pseudonym e.g., Wonder Woman, Kid2, etc. to be used during the Small Grant review process.			
<b>Applicant pseudonym</b>		<b>Date application submitted</b>	
<b>Are you a current RMGNA member?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Member for longer than 1 year?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Have you received an RMGNA small grant in last 2 years?</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Current position</b> Please provide your role name & a brief role description	
<b>Workplace</b>	
<b>Clinical Area or specialty</b>	

Please provide details of the activity you wish to support with the help of a small grant. These activities can include attending a conference, purchase of books, journal subscription, an online course or module, etc.			
<b>Name/type of activity</b>			
<b>Provider/organisation</b>			
<b>Topics, general themes, etc.</b>			
<b>Date/s or total hours (if applicable)</b>	<i>Total hours</i>	<i>OR</i>	<i>Date from: To:</i>
<b>URL (if applicable)</b>		<b>Supporting evidence provided</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

<b>In 100 words or less, please state your reason for undertaking this activity</b>	
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<b>Requested grant amount</b>	\$
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<b>Bank account details</b>	If your submission is successful, it will make it easier and quicker to transfer the money to you if we already have your banking details on file. Alternatively, you can provide these details when you are notified of the outcome of your application		
<b>Account name</b>			
<b>BSB number</b>		<b>Account number</b>	

<b>Declaration</b>	As a condition of accepting an RMGNA small grant, I agree to provide a summary of the funded activity, my key learnings and the implications for practice which will be shared with the members of the Association as (please select at least one of the following):  <input type="checkbox"/> an article for publication in the Association's newsletter (within 6 months of completing the activity)  <input type="checkbox"/> a presentation at an RMGNA meeting		
<b>Do you agree to the above declaration?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signed</b>	

To submit your application, please:  
 Email to [rmhgna@outlook.com](mailto:rmhgna@outlook.com) or  
 Mail to PO Box 2182, Royal Melbourne Hospital. Parkville. VIC. 3050.