



Royal Melbourne Graduate Nurses Association

# SMALL GRANTS GUIDELINES

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## Royal Melbourne Graduate Nurses' Association Small Grants Guidelines

### GUIDELINES IN SUMMARY

The Royal Melbourne Graduate Nurses Association (the 'Association') is committed to the advancement of the nursing profession and supporting our members to participate in continuing professional development (CPD) activities by providing small grants towards the cost of these activities.

These 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 or special interest group membership.

Please read the information below prior to completing an application so you are aware of, and ensure you meet, the grant guidelines.

- Current members, who have been members for more than a year, are eligible to apply.
- Not all applications will be successful; preference will be given to members who are currently employed in a nursing position and the activity relates to their current area of practice or will support development in relevant new areas of interest such as leadership, wellbeing, another specialty, etc.
- These small grants are a contribution towards the cost of the CPD activity and may not meet the full amount requested, especially in the instance of multiple applications of equal merit.
- In exceptional circumstances, the Association reserves the right to award monies outside of these application guidelines at the discretion of the Association committee.
- The online application form and guidelines are available on the Association website ([www.rmhgna.com.au](http://www.rmhgna.com.au)); or applicants can print the last 2 pages of these guidelines & complete a paper copy.
- Monies will be awarded only if proof of involvement in the activity is provided AND the activity was completed in the last year or is to be completed in the next 12 months.
- No monies will be granted to a member who has received assistance within the previous two years.
- All applicants will be notified in writing regarding the committee's decision.
- There is no avenue of appeal for unsuccessful applications.
- The Association will keep a secure record of successful and ineligible applicants.
- Recipients are to provide a summary of the funded activity, key learnings, and implications for practice to the Association within 6 months of completing the activity; the summary will be published in the Association's newsletter and/or presented at an Association meeting.

**For further information contact:** [rmhgna@outlook.com](mailto:rmhgna@outlook.com)

**How to apply:** click on this link and [complete the online application form](#); or go to the 'Awards & scholarships' page on our website: [www.rmhgna.com.au](http://www.rmhgna.com.au)

### GUIDELINES IN DETAIL

#### 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 (Vázquez-Calatayud et al., 2021).

The Royal Melbourne Graduate Nurses Association (the 'Association') 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.

#### Eligibility criteria

To be eligible to apply for Association Small Grants, applications must meet the following criteria:

- Applicant is a current member who has been a member for more than a year
- Preference will be given to applications for 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, nursing education or their own development outside of an employed position
- Funded activities must create opportunities to further the member's knowledge, skills and experience in healthcare
- The member has not received an Association grant in the previous 2 years
- Proof of involvement in the activity is submitted with the application e.g., course enrolment form, journal subscription receipt, workshop completion certificate, etc.

#### 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.

## Funding level

Applications for Royal Melbourne Graduate Nurses' Association Small Grants can be made for any value up to \$500.

These small grants are a **contribution towards** the cost of the CPD activity and may not meet the full amount requested. The Royal Melbourne Graduate Nurses Association committee reserves the right to award monies outside of the application guidelines or provide a smaller grant amount, especially in the instance of multiple applications of equal merit.

## Key dates

The CPD activity 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 by a representative of the RMGNA Small Grants sub-committee or the secretary at the next available committee meeting after the submission date i.e., submissions will be reviewed four times per year (committee meeting dates are available on the Association website: <https://rmhgna.com.au/>)

## Assessment process

Once an application has been received:

- Applicants will receive an email confirming receipt of their application, and any further action/s required:
  - 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, and that their application will be reviewed at the next Association committee meeting; or
  - Instructions for resubmission if the application does not meet the submission criteria above.
- The secretary will de-identify correctly submitted applications and send them to two (2) members of the Association's Grants sub-committee.
- Each sub-committee member must evaluate the submission against the eligibility and assessment criteria within 4 weeks of receiving the application form and complete a review document.
- The completed evaluation forms are sent to the Secretary for entry in the RMGNA Small Grant database and for secure storage.
- The outcome of these evaluations is presented at the next meeting of the RMGNA Committee and grant amounts for each approved applicant decided.
- Within two (2) weeks of the Committee meeting where their submission was presented, applicants will receive an email outlining the outcome of the review and what the next steps will be.
- Information about grant decisions will not be given over the phone.
- There is no avenue of appeal for unsuccessful applications.

## 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)

- Does the activity provide the opportunity to positively impact the member's own practice, professional identity or connection to their professional community? Does the activity provide positive outcomes for the profession of nursing?

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

- Is this activity relevant to the member's current role, nursing practice or area of identified development? 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)

- Has an appropriate grant amount been requested?
- Has evidence of involvement with the CPD activity been provided?

## Additional assessment notes

The Royal Melbourne Graduate Nurses Association committee reserves the right to:

- only consider applications that meet the eligibility or assessment criteria
- request further information to aid the assessment
- maintain a database of all applications (successful and ineligible) for monitoring purposes
- in exceptional circumstances, award monies 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.

## Essential attachments for all applications

- 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.

## Grant terms and conditions

The successful applicant must:

- Agree to provide a summary of the funded activity, key learnings, and implications for practice to the Association within 6 months of completing the activity; the summary will be published in the Association's newsletter and/or presented at an Association meeting.
- Acknowledge the Association in any promotional materials, published works, etc. that are associated with the funded CPD activity.

## Completing your application

There are a number of ways to apply for a small grant:

- Go to [www.rmhgna.com.au](http://www.rmhgna.com.au) 'Scholarships & awards' page and complete the online application form; or
- Print and complete the application form on pages 9-10 then
  - scan and email to [rmhgna@outlook.com](mailto:rmhgna@outlook.com); or
  - mail to RMHGNA, PO Box 2182, Royal Melbourne Hospital. VIC. 3050; or
- Fill out the form on pages 9-10 in Word then save as a word or pdf document then
  - email to [rmhgna@outlook.com](mailto:rmhgna@outlook.com); or
  - mail to RMHGNA, PO Box 2182, Royal Melbourne Hospital. VIC. 3050.

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.

## 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 non- or new members 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 a Royal Melbourne Graduate Nurses' Association committee member apply for a small grant?**

**A:** Yes, but they must excuse themselves from the committee meeting where their grant application is tabled for review.

**Q: Can I ask for a small grant to fly to a conference in another state?**

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

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

**A.** All evaluations, and presentation of these evaluation results, will use de-identified data and forms, which includes removal of your bank account details. The Association's Secretary is the only RMGNA member who has access to the original submission details as they need to manage the submission's database, notify you of the outcome of your Small Grant submission and organise for a fund transfer if your submission is successful.

## Royal Melbourne Graduate Nurses Association contact details



PO Box 2182

Royal Melbourne Hospital

VIC. 3050



[RMHGNA@outlook.com](mailto:RMHGNA@outlook.com)



0415 628 131

**Reference:** 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>



## Royal Melbourne Graduate Nurses' Association Small Grants

### APPLICATION FORM

The fields with an asterisk (\*) must be completed. Print and fill out this form or complete this form in Word format

**\*1. Have you received a Royal Melbourne Graduate Nurse Association (RMGNA) Grant within the last two years? \***

Yes

No

If you chose 'yes', you are not eligible for an RMGNA small grant this time but please consider applying next year.

If you chose 'no', please continue with your application.

**\*2. Member details**

**Name:**

**Address:**

**Mobile:**

**Email:**

**3. Workplace name:**

**\*4. Clinical area/specialty:**

**\*5. Classification**

Choose an item.

If you chose 'other' please provide your role name:

**\*6. Activity Details**

**Name of the activity** i.e., conference name, study day title, etc.:

**Topic(s) or general theme** e.g., emergency nursing, dementia care, patient education, etc.

**Provider:**

**Date(s) or Total Hours** *if applicable:*

**7. Web link to details of activity (if available/applicable)**

**\*8. In 100 words or less, please state your reasons for undertaking this activity**

**\*9. Requested grant amount**

\$

**\*10. Bank account details**

**Account holder name:**

**BSB number:**

Please enter your BSB number without any spaces or hyphens, e.g. 063020

**Bank account number:**

**\*11. Declaration**

As a condition of accepting an RMGNA small grant, I agree to provide a summary of the funded activity, my key learnings and implications for practice which will be shared with the members of the Association as:

as an article for publication in the Association's newsletter (within 6 months of completing the activity);

and/or

present my key learnings to the members (at the next RMGNA meeting)

**\*12. Do you agree to the above declaration?**

I agree

Signature:

Date of submission:

**\*13. Evidence**

Please email/mail supporting evidence with your completed application form e.g. course enrolment form, a subscription receipt, purchase invoice, etc.

Contact us: [rmhgna@outlook.com](mailto:rmhgna@outlook.com)

Application form available online at: [www.rmhgna.com.au](http://www.rmhgna.com.au)