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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 (RMGNA) is committed to promoting 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 financial 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 applications for 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 RMGNA reserves the right to award monies outside of these application guidelines at the discretion of the RMGNA committee.
* The online application form and guidelines are available on the RMGNA website ([www.rmhgna.com.au](http://www.rmhgna.com.au)); or 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 RMGNA 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 their (or others) practice to the RMGNA within 6 months of completing the activity; the summary will be published in the Association’s newsletter and/or presented at an RMGNA 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](https://form.jotform.com/240411198884057); or go to the ‘Awards & scholarships’ page on our website: [www.rmhgna.com.au](http://www.rmhgna.com.au)

### Royal Melbourne Graduate Nurses’ Association Small Grants Guidelines

### **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 (RMGNA) is committed to promoting the advancement of the nursing profession and supporting our members to participate in CPD activities through the provision of small grants.

## Purpose

Our small grants provide 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 RMGNA Small Grants, applications must meet the following criteria:

* A current financial 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 nursing
* The member has not received an RMGNA 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 and international travel costs
* incomplete applications.

## Funding level

Applications for Royal Melbourne Graduate Nurses’ Association Small Grants can be made for any value up to $200.

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.

## 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.

Applications will be assessed at the next available RMGNA committee meeting after the submission date i.e., submissions will be reviewed four times per year (committee meeting dates are available on the RMGNA website: <https://rmhgna.com.au/>)

## Assessment process

Once we have received your application:

* You will receive an email confirming receipt of your application and any further action/s required:
  + Confirmation that you have met the submission criteria, and that your application will be reviewed at the next RMGNA committee meeting 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
  + Instructions for resubmission if your application does not meet the submission criteria above.
* Correctly submitted applications will be assessed against the eligibility and assessment criteria at the next RMGNA committee meeting.
* Two weeks after the committee review of small grant submissions, applicants will receive an email outlining the outcome of the review and what will happen next
* 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 (4 points)**

* + - Does the activity provide the opportunity to positively impact the member’s own practice, professional identity and/or professional community connections?

**2. Relevance (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 our 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., do not meet some of the eligibility criteria.

## Grant terms and conditions

If your application is successful, you must:

* Agree to provide a summary of the funded activity, key learnings, and implications for your (or others) practice to the RMGNA within 6 months of completing the activity; the summary will be published in the Association’s newsletter and/or presented at an RMGNA meeting.
* Acknowledge the Royal Melbourne Graduate Nurses’ Association in any promotional materials, published works, etc. that are associated with the funded CPD activity.

## Completing your application

To apply, either:

* Print the last two pages of this document and fill out the form – the completed form can be scanned and emailed ([rmhgna@outlook.com](mailto:rmhgna@outlook.com)) or mailed to: RMHGNA, PO Box 2182, Royal Melbourne Hospital. VIC. 3050

OR

* Go to [www.rmhgna.com.au](http://www.rmhgna.com.au) ‘Scholarships & awards’ page and complete the online application form.

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

When your application is submitted, you will receive an automated email containing details of your application and confirmation that it has been received.

If you experience technical issues with application process, please email the Royal Melbourne Graduate Nurses Association (see contact details on the next page).

## Contact details

|  |  |
| --- | --- |
| Mailbox outline | PO Box 2182  Royal Melbourne Hospital  VIC. 3050 |
| Email outline | [RMHGNA@outlook.com](mailto:RMHGNA@outlook.com) |
| Telephone outline | 0415 628 131 |

## 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 financial 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.

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

**\*1. Have you received an 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:**  Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Mobile:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**3. Workplace name:** Click or tap here to enter text.

**\*4. Clinical area/specialty:** Click or tap here to enter text.

**\*5. Classification**

Choose an item.

If you chose ‘other’ please provide your role name: Click or tap here to enter text.

**\*6. Activity Details**

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**Provider:**

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**\*9. Cost of activity**

**$** Click or tap here to enter text.

**\*10. Bank account details**

**Account holder name:** Click or tap here to enter text.

**BSB number:** Click or tap here to enter text.

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

**Bank account number:** Click or tap here to enter text.

**\*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: Click or tap to enter a date.

**\*13. Evidence**

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

**Contact us:** [**rmhgna@outlook.com**](mailto:rmhgna@outlook.com) **Application form available online at:** [**www.rmhgna.com.au**](https://rmhgna.com.au/scholarships-%26-awards)