

AUSTRALIAN NURSING & MIDWIFERY FEDERATION (TASMANIAN BRANCH)

EDUCATIONAL GRANTS POLICY

Policy Name:	Educational Grants Policy
Original Approved:	6 December 2002
Review Frequency:	Two years
Amended & Re-approved:	June 2018 May 2018 March 2017
Next Review Due:	June 2020

PURPOSE

To encourage, support and promote professional development for members.

SCOPE

Via the delegation and standing authority of Nurses Club, ANMF (Tas) will offer educational grants to its members as detailed in this policy. The grants are funded by Nurses Club and are offered in accordance with the educational objectives of both ANMF (Tas) and the Nurses Clubs' Constitution.

POLICY STATEMENT

The Branch will provide financial donations to members/nursing organisations based on the following criteria:

1. ANMF shall advertise twice a year through Infusion for Expressions of Interest for five educational grants of up to \$200.00 each.
2. All requests require completion of a pro-forma application in writing, addressed to the Branch Secretary, who will refer the request to the ANMF Executive Committee. Executive shall consider the requests on merit and the following criteria, and award successful applications (which will be tabled at Branch Council):
 - (a) To be eligible an applicant must have two years of financial membership of the ANMF at any level;
 - (b) Members are eligible to receive donations once every three years;
 - (c) Donations shall be prioritised for Health Education and Research Centre (HERC) education in the first instance unless HERC courses offered do not meet the learning needs of the requesting member.

- (d) Donations for ANMF (Tas) Health Education and Research Centre seminars shall be relevant to nursing, patient care or ANMF organisationally but excludes formal academic studies;
 - (e) The donation shall be up to \$200.00 and applicable receipts must be presented to ANMF for reimbursement;
 - (f) It is an expectation that the employer supports professional development and applicants must show that they have considered all other relevant avenues for funding.
3. A written report shall be required and this may be printed in Infusion.
 4. Any request for donations from benevolent groups shall be considered by Branch Council and must be directly related to nursing.
 5. Branch Council will have the final decision on all applications.



Australian Nursing & Midwifery Federation Educational Grants Application Form

Name:

Membership No:

Address:

Telephone No:

(a) Please provide details on the seminar you want to attend (inc date, name, presenter, topic, venue, etc). Please add copy of flyer or registration if possible.

.....
.....
.....

(b) Estimated Costs of seminar (registration, travel, accommodation)

.....

(c) Please detail other avenues for funding you have explored

.....
.....
.....

(d) Statement to support application

.....
.....
.....
.....
.....
.....

Upon signing this document I confirm that I have not received a donation from the Australian Nursing & Midwifery Federation (Tasmanian Branch) in the previous three (3) years. I also agree to submit a written report on the seminar attended that the donation was for, and agree to it being published in Infusion if required.

Signed:

Full Name:

Date: