

AWARDS & GRANTS POLICY

Approved:	2 June 2023
Review Frequency:	Annually
Last reviewed:	June 2025
Next Review Due:	June 2026

PURPOSE

To provide a policy governing all Australian Nursing and Midwifery Federation (Tasmanian Branch) Awards and Grants.

SCOPE

All ANMF (Tas Branch) employees, workplace delegates, members, students, elected officers and any other such person as covered by the relevant award or grant as outlined.

POLICY STATEMENT

Principles of ANMF (Tas) Awards and Grants processes:

1. Fairness – the Policy is accessible, appropriate and fair.
2. Consistency – administration processes are consistently applied.
3. Integrity – Award and Grant administration is conducted in an environment of integrity, honesty and scrutiny.

Objectives of the Policy:

1. Strategic alignment with the mission of the ANMF (Tas Branch) and its strategic priorities.
2. Clarity for those responsible for the administration of the Award or Grant so they can effectively carry out their roles.
3. Clearly outline the terms of conditions of the Award or Grant.

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1. ANMF (Tas) Workplace Delegate of the Year

1. Purpose

The Australian Nursing and Midwifery Federation (Tasmanian Branch) has established the Faye Hoppitt Workplace Delegate of the Year Award to recognise and reward active Workplace Delegates who demonstrate excellence in their Workplace Delegate role.

2. Criteria for Nominations

1. An elected ANMF (Tas Branch) Workplace Delegate.
2. A current financial member of the ANMF (Tas Branch).
3. Demonstrates active recruitment and engagement of new and existing members.
4. Provides assistance and support to members, within their abilities and knowledge, and refers matters to ANMF staff where appropriate.
5. Promotes discussion on industrial and professional issues that impact upon ANMF members.
6. Is visible and approachable within the workplace.
7. Is informed in relation to current issues and campaigns.
8. Acts as an advocate for members if required including advocating for the collective on issues raised in the workplace.
9. Is consistent, ethical and acts with integrity in decision making and behaviour.

3. Nomination & Selection Process

1. Financial members may nominate a Workplace Delegate for the Award by completing and returning a nomination form, which may be obtained from the ANMF (Tas Branch) office or on the ANMF (Tas Branch) website.
2. Nominations may be made at any time and may actively be promoted in the lead up to the scheduled awards ceremony each year, where the Award will be presented.
3. Nominations for each yearly award shall close on the date specified by the ANMF (Tas Branch) prior to the award ceremony to allow for the selection process to take place.
4. The Workplace Delegate of the Year Award Recipient and the Runner Up (where applicable) will be selected by a panel comprising of the ANMF (Tas Branch) Executive prior to each year's award ceremony.

5. Current ANMF Elected Officers (Branch Council and Executive Members) will be excluded from eligibility for the Award.

4. Award Announcements & Prizes

1. The successful nominee will be announced at the awards ceremony each year and all nominees will receive a certificate.
2. Prizes shall be awarded as follows:
 - \$500 to the Award recipient
 - \$200 to the Runner Up

See Appendix A – ANMF (Tas) Workplace Delegate of the Year Nomination Form Template

2. ANMF (Tas) Educational Grants

1. Purpose

To encourage, support and promote the educational and professional development for members by providing financial assistance for approved courses, certifications or training program that support career development, job-related skills or personal advancement. 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.

2. Policy Statement

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

1. A total of \$5,000 worth of grant funding will be available each financial year.
2. Grant funding shall be advertised periodically in the Branch's publications such as eNews throughout the financial year.
3. Grants may be used to cover tuition or registration fees, required textbooks, materials or associated travel.
4. All requests require completion of a pro-forma application in writing, addressed to the Branch Secretary, who will refer the request to the ANMF Branch Council to award successful applications. Applications must include information about the education / development activity and a brief explanation of how the course or program supports their goals.
5. Grants will be awarded based on the availability of funds, alignment with the program's purpose and the following criteria:
 - (a) To be eligible an applicant must be an active financial member and have two years of financial membership of the ANMF at any level;
 - (b) Members are eligible to receive a grant once every three years;
 - (c) Grants 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) Grants for ANMF (Tas) Health Education and Research Centre seminars shall be relevant to the nursing and midwifery profession.

- (e) Formal academic studies for undergraduate or post graduate courses are excluded.
- (f) Individual grants shall be up to \$500.00 and members must submit applicable receipts to ANMF for reimbursement.
- (g) It is an expectation that the employer supports professional development and applicants must show that they have considered all other relevant avenues for funding.
- (h) A written report shall be required and this may be printed in Infusion.
- (i) Official elected officers of the ANMF (Tas Branch) are excluded from educational grants.
- (j) Any request for donations from benevolent groups shall be considered by Branch Council and must be directly related to the nursing profession.

See Appendix B – ANMF (Tas) Educational Grants Application Form Template

3. ANMF (Tas) Andrew Brakey Awards

1. Purpose

The Andrew Brakey Awards will be awarded annually to recognise excellence in practice and innovation across the nursing, midwifery and care worker professions and provide recipients with prize money to put towards further professional development. The Awards are funded by money donated to ANMF (Tas) by Nurses Club in accordance with the educational objectives of both ANMF (Tas) and Nurses Club Constitution.

2. Criteria for Nominations

1. To be eligible, nominees must be currently employed as an Enrolled Nurse, Registered Nurse, Registered Midwife, Care Worker or Assistant in Nursing or (howsoever titled) in the Tasmanian Public Sector Health Service (THS or Health), Private Sector (Private Hospitals, GP Practice, Private Employer) or Aged Care (Private Residential Aged Care, Community Aged Care).
2. Criteria for nominations shall include:
 1. How the nominee has shown exemplary and innovative practice, which has benefited those in care and/or colleagues and profession.
 2. What their future career aspirations are and how they can positively impact their practice/profession.
 3. An explanation of how they will use the prize money to achieve their career aspirations.
3. Current ANMF employees and elected officers (Branch Council and Executive Members) will be excluded from eligibility for the Award.

3. Nomination & Selection Process

1. Nominations may be made at any time but will actively be promoted in the lead up to the awards ceremony each year, where the Award will be presented.
2. Nominations will close each year on the date specified by the ANMF (Tas Branch) prior to each scheduled awards ceremony to allow for the selection process to take place.
3. Award recipients will be selected by a panel comprising of the ANMF (Tas Branch) Executive prior to each year's scheduled awards ceremony.

4. Applications will be assessed using a criteria assessment process as determined by Executive that will include consideration of:
 1. Innovation & Excellence - What aspects of the nominees practice (current or planned) show innovation and/or excellence, and how innovation and excellence in their practice is applied (or could be applied) to improve the quality of patient care.
 2. Impact & Use - If successful, how will the funds be used? What is the potential impact of receiving the award to those in the nominee's care, their team, or more broadly, Tasmanian healthcare.

5. Award Announcement & Prizes

1. Three (3) Awards and cash prizes will be presented each year – one Award and prize for each of the three (3) sectors: Public Sector, Private Sector and Aged Care Sector.
2. The cash prize for each of the three (3) annual Awards will be \$2,000 each (total of \$6,000 combined prize money each year).
3. Award Nominees and Recipients will receive a Certificate.

See Appendix C – ANMF (Tas) Andrew Brakey Awards Nomination Form Template

4. ANMF (Tas) Aged Care Excellence Awards

1. Purpose

The ANMF (Tas) Aged Care Excellence Awards will be awarded annually to recognise those who provide excellence and contribute to positive change in the aged care sector.

2. Criteria for Nominations

Nominations are open to all care workers, Enrolled Nurses and Registered Nurses providing exceptional care for elderly Tasmanians.

Nominations should include, in 250 words or less:

1. How the nominee shows excellence in their work and/or;
2. How the nominee makes a positive change in aged care either for residents, staff, facilities, or as an advocate.

3. Nomination & Selection Process

1. Nominations may be made at any time but will actively be promoted in the lead up to the Aged Care Conference each year, where the Award will be presented.
2. Nominations will close each year on the date specified by the ANMF (Tas Branch) prior to each scheduled Aged Care Conference to allow for the selection process to take place.
3. Award recipients will be selected by a panel comprising of the ANMF (Tas Branch) Executive prior to each year's scheduled Aged Care Conference.
4. Applications will be assessed using a criteria assessment process as determined by Executive, that shall include the following:
 - a. Excellence in patient / resident care
 - b. Influencing a positive workplace culture
 - c. influencing facilities improvements
 - d. Advocating for others

5. Award Announcement & Prizes

1. Three (3) winners will receive a \$200 cash prize awarded to them at the ANMF/HERC Aged Care Conference each year.

2. The funding for the Award Prizes will ordinarily be sourced through sponsorship arrangements with Aged Care Conference and/or other ANMF (Tas) Award sponsors or Nurses Club.

See Appendix D – ANMF (Tas) Aged Care Excellence Awards Nomination Form Template

5. ANMF (Tas) Sponsorship of University of Tasmania (UTAS) Nursing Prizes

1. To recognise excellence in nursing studies ANMF (Tas Branch) shall sponsor the following UTAS Prizes each year. The Prize money will be met from funds donated from Nurses Club in accordance with the educational objectives of both ANMF (Tas) and Nurses Club Constitution.

Prize title	Australian Nursing and Midwifery Federation (Tasmanian Branch) Prize
Eligibility criteria	Awarded to the most outstanding graduand in the Bachelor of Nursing (Pre-registration).
Value	\$750 and offer of three months full ANMF (Tas Branch) membership

Prize title	Australian Nursing and Midwifery Federation (Tasmanian Branch) 1st Year Prize
Eligibility criteria	Awarded annually to the most outstanding student in Year 1 Nursing with the highest overall aggregate mark. To be eligible for the award the student must be enrolled in the first year of the Bachelor of Nursing degree course in the year the award is made.
Value	\$500 and offer of student ANMF (Tas Branch) membership

Prize title	Australian Nursing and Midwifery Federation (Tasmanian Branch) 2nd Year Prize
Eligibility criteria	Awarded annually to the most outstanding student in Year 2 Nursing with the highest overall aggregate mark. To be eligible for the award the student must be enrolled in the second year of the Bachelor of Nursing degree course in the year the award is made.
Value	\$500 and offer of student ANMF (Tas Branch) membership

2. The Branch Secretary is responsible for authorising confirmation of the sponsorship of the annual prizes each year when requested to do so by UTAS.
3. Upon receipt of the ANMF (Tas) confirmation of sponsorship, the UTAS Prizes Office will issue an invoice for payment by ANMF (Tas). Thereafter, it is the responsibility of UTAS to arrange for the monetary value of the prize to be paid directly into the student's bank account.
4. UTAS are responsible for identifying prize recipients based on the eligibility / selection criteria. Recipients and donors will be advised on the outcome and the Prizes Office.

6. Tasmanian Nursing & Midwifery Symposium

To recognise excellence in Tasmanian Nursing and Midwifery ANMF (Tas Branch) shall sponsor an Award to be presented at the Tasmanian Nursing and Midwifery Symposium each year. The Prize money will be met from funds donated from Nurses Club in accordance with the educational objectives of both ANMF (Tas) and Nurses Club Constitution. The annual amount will be \$6,600 for sponsorship of an Award, exhibition display and satchel insert.

APPENDIX A - Faye Hoppitt Workplace Delegate of the Year Nomination Form Template

ANMF (TAS BRANCH) FAYE HOPPITT WORKPLACE DELEGATE OF THE YEAR AWARD**NOMINATION FORM**

Nominate an ANMF Tasmanian Branch Workplace Delegate who has been an outstanding advocate for you and your colleagues. Please provide as much information as possible using the form below, alternatively you can nominate on-line via anmftas.org.au. Forms must be returned by emailing this form to enquiries@anmftas.org.au, or posting this form to Delegate of the Year, Reply Paid 70389, Hobart, TAS 7000.

I hereby nominate (name) _____ for the ANMF Faye Hoppitt Delegate of the Year Award, as they have displayed consistent commitment as demonstrated by:

Recruitment of Members:

Representation (Individual and Workplace):

Activism:

Other Comments:

Nominated by: _____

Signed: _____ Dated: _____

APPENDIX B – ANMF (Tas) Educational Grants Application Form Template

**AUSTRALIAN NURSING & MIDWIFERY FEDERATION (TASMANIAN BRANCH)
EDUCATIONAL GRANTS APPLICATION FORM**

Applications can be made by email to enquiries@anmftas.org.au or by post to ANMF (Tas)
Educational Grants, Reply Paid 70389, HOBART, TAS, 7000

Name:

Membership No:

Address:

Telephone No:

- (a) Please provide details on the course / training program you want to attend (inc. date, name, presenter, topic, venue, etc). Please add relevant information or copy of registration if possible:

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

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

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- (d) Please provide a statement to support your application outlining how the education will support your goals, career development, job-related skills or personal advancement and any benefits to the nursing profession:

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Upon signing this document I confirm that I have not received an educational grant 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:

(please attach additional pages)

APPENDIX C – ANMF (Tas Branch) Andrew Brakey Awards Nomination Form Template

ANMF (TAS) ANDREW BRAKEY AWARDS APPLICATION AND NOMINATION FORM

Awards will be presented to successful applicants from the Public Sector, Private Sector and Aged Care Sector in Tasmania. Registered Nurses, Midwives, Assistants in Nursing or Care Workers (howsoever titled) in the Tasmanian Public Health Service of private sector / aged care are eligible to apply.

Nominations / applications can be made online at anmftas.org.au, by email to enquiries@anmftas.org.au or post to The Andrew Brakey Awards, Reply Paid 70389, Hobart, TAS, 7000.

Nominations / applications should provide as much information as possible and answer the following selection criteria (additional supporting information is welcomed).

I hereby nominate (name) _____ for the ANMF (Tas) Andrew Brakey Awards, who undertakes the following role _____ in the (public/private/aged care) _____ sector, at the following work location: _____.

1. Describe how you or your colleague (if nominating someone else) have shown exemplary and innovative practice which has benefited those in your care and/or colleagues and profession? (max. 800 words)

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2. What are future career aspirations and how do you see them positively impacting on your practice and profession? (max. 800 words)

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3. How will you utilise the \$2000 ANMF Andrew Brakey award to achieve your career aspirations? (max. 800 words)

[illegible]

Additional space if required:

This image shows a full page of a notebook or worksheet template. It consists of approximately 20 evenly spaced horizontal dotted lines across the entire width of the page, providing a guide for handwriting practice. The background is plain white, and there are no margins, text, or other markings present.

(please attached additional pages if required)

APPENDIX D – ANMF (Tas) Aged Care Excellence Awards Nomination Form Template

ANMF (TAS) AGED CARE EXCELLENCE AWARDS NOMINATION FORM

Given Names:

Last Name:

Are you an ANMF member? Yes/No

Member Number (if applicable):

Phone number:

Email:

Nominee's Name:

Nominee's Workplace:

Nominee's best contact details (if known):

Nomination – in 250 words or less, tell us how the nominee shows excellence in their work and/or how they make a positive change in aged care either for residents, staff, facilities or even as an advocate:

(please attach additional pages if required)

Development and Consultation Record

Review authorised	E Shepherd	Branch Secretary	April 2023
Prepared by	J Bennett	Chief Business Officer	May 2023
Initial consultation with key stakeholders	Finance & Risk Management Committee		May 2023
Final consult / approval	Branch Council		June 2023

Version	Date	Summary of Changes
	June 2025	Changes to Education grant criteria and amounts and some minor editorial changes throughout including work 'Representative' to 'Delegate'.