



ANZONA Information & Guidelines for Grants

For the allocation of financial assistance for ANZONA members to Intrastate, Interstate and Overseas Conferences, Seminars and Workshops (or where there is a direct relevance to orthopaedic nursing practice)

Or funding to support research where there is direct relevance to Orthopaedic Nursing Practice

Objective of the Fund

- To provide financial assistance for ANZONA members to attend Intrastate, Interstate and Overseas Conferences, Seminars and Workshops or activity where there is a direct relevance to orthopaedic nursing practice as considered by the ANZONA Executive Committee.

Essential criteria:

Grant Allocation Criteria

1. Applications for a grant will only be considered after a qualifying period of 12 months ANZONA membership. Where a member fails to make contributions via their state Chapters, a 12 month requalifying period from the date of recommencing the payment of contributions will apply.

2. When a member has elected to suspend payments (ie. during a period of extended unpaid leave) and has notified their state chapter Treasurer, a 3 month requalifying period will apply from the date of recommencing the payment of contributions.

3. The ANZONA Committee will review each grant application, and will consider the following points:

- Length of ANZONA membership
- Previous grant applications – date and amount
- Quality of application – states clearly the outline, aims, objectives and implications for orthopaedic nursing
- Relevance of conference/seminar to member's current position
- Relevance to orthopaedic nursing practice/research
- Special consideration will be given to ANZONA members who are presenting papers &/or posters at conferences or seminars
- Amount of money available for grant applications during that month
- ANZONA Committee members seeking grants will not be involved in decisions regarding those applications.

4. A detailed financial plan must accompany each application

5. Should the ANZONA member apply for consecutive grants, approval for such grants should be assessed on relevance & merit of the individual application.

6. Grants will be awarded on the following basis:

- The ANZONA Executive Committee at the commencement of the financial year will decide on the amounts to be made available yearly for grants to ANZONA members.
- Written confirmation from the state chapters treasurer/secretary of the applicants financial membership status in their local chapter
- Intrastate conferences/seminars/workshops \$250 maximum
- Interstate conferences/seminars/workshops \$500 maximum
- Overseas conferences/seminars \$1000 maximum
- Research project \$1,500

7. The Secretary and Treasurer will maintain records of grant applications and allocations. These records will include ANZONA membership details, conferences/seminars information and dates, and details of the amounts awarded to the ANZONA member. These records will be presented in the AGM Treasurer's report

8. There will be no restriction on the number of ANZONA members applying for grants, but the ANZONA Committee may vary the amount to be allocated within the guidelines set out in section 6.

9. All grant recipients will submit ORIGINAL receipts for expenses to the ANZONA Treasurer prior to monies being forward to recipients.

10. Grant recipients should indicate how they intend to disseminate the information gained by attending the conference/seminar (ie. Inservice presentations, ANZONA education meetings/Newsletter, Nursing forums).

Recipients who receive the research grant will be expected to present their project and results at the most appropriate ANZONA conference. Failure to abide with this stipulation may result in future grant penalties for the recipient.

Research recipient will be encourage and assisted by the ANZONA committee to publish their research in a peer review journal

11. Applicants will provide a written report to the ANZONA committee within 1 month of the event for publication on the ANZONA Website.

12. Grants for tertiary study will not be considered.

13. Conferences or seminars will **not** be funded retrospectively.

Wherever practicable applications should be submitted to the ANZONA secretary prior to the 3monthly ANZONA Committee meeting to facilitate making a determination with respect to the grant application. Meeting dates are advertised on the ANZONA website.

NB. Where any of these criteria are not met on review of the application and membership listing, the secretary will notify the ANZONA president

14. Every attempt ought to be made by the applicant to seek:

- Early bird registration
- Share accommodation whenever possible
- Discounted flights
- Hard copy of tax invoice & ABN
- Accurate estimation of expenses

15. All applications and the allocation of grants will be ratified at ANZONA Committee meetings

16. The decision of the ANZONA committee will be forwarded to the applicant by mail.

17. Decisions by the committee will be made in accordance with the principles of equity, providing all criteria are met.

18. Applicants are reminded that funds are finite and the committee is committed to “making a little go a long way”

19 The ANZONA Committee reserves the right to vary the above guidelines as the need arises.

20. Biennial review of Grant Allocation Information and Guidelines by President, President Elect, Treasurer and other delegates in July.

Guideline devised October 2011 for review July 2013