



Partnering with community in the Moreton Bay Region

GUIDELINES TO PROMOTE EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT

The Redcliffe Hospital Foundation invites applications for *Education, Training and Professional Development Grants*. Applications should be submitted to the Redcliffe Hospital Foundation Office. Application forms are available from the Foundation Office or electronically on the Redcliffe Hospital Foundation website – www.rhfoundation.com.au

Policy

The *Hospitals Foundations Act 1982* grants the authority to the Redcliffe Hospital Foundation

1. “To provide money or travel grants, conference expenses, fellowships, allowances and prizes for any matter concerning the health and well-being of people;
2. To promote and provide improved facilities for education and training at undergraduate and postgraduate levels in all health professional disciplines;
3. To invite and finance the appearance of people renowned for their knowledge or expertise in the health and well-being of people in health care and to give instruction to health care workers and to the public;
4. To provide anything relevant in the fields of medicine and health care, that is likely to be to the betterment of health generally and of humanity.”

Guidelines

1. The Redcliffe Hospital Foundation makes funds available in this category on a quarterly basis.
2. The Redcliffe Hospital Foundation awards grants in the categories of:
 - Certificate studies or other education programs **that do not lead to an academic award**; and
 - Conference or seminar attendance.

Scholarships for undergraduate and postgraduate studies can be applied for in Guidelines for Scholarship Funding.

Certificate Studies or Continuing Education Programs: This funding is awarded for certificate studies or continuing education programs to assist eligible candidates to continue their studies



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by undertaking an education program **that does not lead to an academic award**. The subject of the study is not restricted except that the applicant must demonstrate the relevance of the course to furthering health and medical outcomes. The maximum amount of any one award is not expected to exceed \$1,000.

Conference or Seminar Attendance: This funding is intended to assist eligible candidates wishing to attend conference or seminars at an international, national or local level. Applicants must demonstrate that attendance at the conference/seminar will result in enhancement to the quality of their practice and benefit the specific field in which they practice as well as improving health outcomes. The maximum amount of any one award is not expected to exceed \$1,000.

3. The awards are open to all persons involved in health care delivery in the Redcliffe & Caboolture Health Services District.
4. As an employee of Queensland Health, the Executive Director of the applicant's unit and the District Manager, Redcliffe & Caboolture Health Service District must endorse the proposal.
5. The Foundation Business Committee assesses applications received. The committee may also seek opinions from outside assessors and referees. The committee makes recommendations to the Foundation Board for approval.
6. Funding may be made for the total proposed project or for partial funding of a proposed activity.
7. In instances where funding was awarded for the undertaking of study, there is an expectation that the applicant will be able to demonstrate to the Foundation that they have successfully completed the study for which they were funded. Confirmation of successful completion is required to be submitted within 1 month of the release of results to the student. Where the recipient withdraws from the course for any purpose or does not successfully complete the study, the Foundation at its discretion may request that all or part of the funds must be returned to the Foundation.
8. Applications should be submitted to the Redcliffe Hospital Foundation Office. Application forms are available from the Foundation Website – www.rhfoundation.com.au
9. You must sign your application and provide details of your line manager/supervisor for sign off. Forward your completed application to the Foundation Manager, Redcliffe Hospital Foundation, Locked Mail Bag 1, Redcliffe Qld 4020.



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Prerequisites for funding are:

1. The proposal meets the objects of the Foundation as defined under the Hospitals Foundations Act 1982.
2. The results of the proposals are of benefit to the people of Redcliffe & Caboolture Health Services District.
3. Proposals are for one-off funding and not for operational, recurrent costs.
4. Grants will be awarded on the basis of the merit of both the applicant and the proposed activity.
5. Funding is not available from regular budgetary sources.
6. Applicant has not received an education, training, professional development grant from the Foundation recently, i.e. within the preceding 12 months from the date of application.

Proposals will be reviewed in light of the following criteria:

Applicants are assessed accordingly to the following standards:

1. The applicant has the demonstrated ability to successfully complete the study.
2. The applicant has a demonstrated need for financial support to successfully complete the program; and
3. The applicant demonstrates constancy between professional goals, academic program/conference and expected outcomes.

Applicants applying for funding to attend a conference or seminar will be assessed on Standards 2 & 3 only.



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Standard 1

1. The applicant has the demonstrated ability to successfully complete the study.
2. Evidence to support the assessment of this standard may include:
 - 2.1. History of education achievement;
 - 2.2. Other studies successfully completed; and
 - 2.3. Success in current program (if applicable).

Standard 2

1. The applicant has a demonstrated need for financial support to successfully complete the program.
2. Evidence to support the assessment of this standard may include:
 - 2.1. Statement and/or evidence of financial need;
 - 2.2. Employment status and history.

Standard 3

1. The applicant demonstrates constancy between professional goals, academic program/conference and expected outcomes.

Proposals will be reviewed in light of the following criteria:

Quality of the proposed activity – eg aims, design and method.	40 points
Congruency between personal professional goals; appropriateness to applicant's position.	30 points
Submission represents value for money.	20 points
Plan to disseminate information.	10 points