



SPOUSE/PARTNER EDUCATION & TRAINING GRANT – Round 14

The Rural Medical Family Network, Inc. (RMFN) is pleased to offer grants to assist rural or remote medical spouses or partners wishing to undertake further education or training.

The RMFN recognises the personal and professional development needs of rural and remote medical spouses. The Education & Training Grant is intended to enhance the quality of life and/or career opportunities for individual applicants and to aid in the retention of the medical family in the rural/remote setting.

WHO IS ELIGIBLE?

Any spouse or partner (of a doctor) living in a rural or remote area of Victoria located within RRMA 4-7 localities may apply. In some cases, spouses who live in RRMA 3 and cross border localities may be eligible).

WHAT TYPE OF EDUCATION/TRAINING IS SUITABLE?

Applicants may apply for a grant to assist them to undertake any course of study delivered by an accredited training organisation or qualified private provider.

Published course information or evidence of the provider's qualifications must be included with the application.

WHAT WILL THE GRANT COVER?

The grants are valued at up to \$1,000.00 per applicant, which may be used to **reimburse** applicants for any costs associated with their study eg tuition fees, purchase of books, equipment and course materials, travel to attend classes in larger centres etc. Although the applicant may request the full \$1,000.00 there is no obligation on RMFN to award the full amount. The amount awarded to each successful applicant depends on the number and quality of the applications received and the total amount available to be distributed each year.

N.B. Grants valued at up to \$500.00 per applicant are available for spouses seeking Practice Management courses.

HOW DO I APPLY?

Please complete the Application Form, which is available on the RMFN website: www.rmfn-vic.com
Attach the necessary documentation (as outlined in Point 4 of the Guidelines) and post to:

Mrs Gina Lambe
Chief Executive Officer
Rural Medical Family Network, Inc.
PO Box 500, Warrandyte Vic 3113
Email: gina.lambe@rmfn-vic.com Fax: (03) 9844 3908

CLOSING DATE FOR APPLICATIONS: Friday 7th May 2010

GUIDELINES

1. **Closing date for applications is Friday 7th May 2010.**
Successful applicants will be notified by Monday 31st May 2010.
2. Grants valued at up to \$1,000.00 per applicant.
N.B. Grants valued at up to \$500.00 per applicant are available for spouses seeking Practice Management courses.
3. **The successful applicant may reapply in subsequent years.**
4. Applicants must complete Application Form and enclose course information as published by the proposed training organisation. Where classes will be provided by a private tutor or instructor, a **course outline and copy of the provider's qualifications** must be included.
NB: DO NOT send receipts with the application.
5. Applications will be assessed by a selection panel consisting of at least three RMFN Committee of Management members plus the Chief Executive Officer. Each application will be assessed on its own merits and not in relation to any previously awarded Grants. The awarding of Grants is at the discretion of the panel and the selection panel's decision will be final. Applications will remain **anonymous and confidential** to all except the selection panel.
6. 'Degree and duration of remoteness' will be taken into account in the process of prioritising applications. Applicants will be asked to explain how this education/training will enhance their quality of life in the particular rural or remote setting in which they reside.
7. Grants will not usually be provided for the following but extenuating circumstances may be taken into consideration:
 - Grants will not usually be provided where an applicant is able to access funding from other government or private sources, (employer-funded or employer-subsidised training, scholarships, other bursaries or grants).
 - Grants will not usually be provided to assist in the reduction of any education or training loans (eg HECS).
 - Grants will not usually be provided to cover attendance at conferences.
 - Grants will not usually be provided to cover childcare in relation to undertaking study.
8. **Payments will in all instances be made as reimbursements upon presentation of original receipts, not as payments in advance.** Exceptions may be considered where this requirement would preclude the applicant from commencing study, and arrangements may be made to make direct payment to the training organization. A Claim Form will be provided to the successful applicants.
9. **ALL CLAIM FORMS FOR ROUND 14 GRANTS MUST BE RECEIVED FOR REIMBURSEMENT OF COURSE EXPENSES IN THE CURRENT FINANCIAL YEAR.**
10. **Successful applicants are to provide a report either during or on completion of their 'further learning' to the RMFN committee.**
11. If in the event the applicant needs to withdraw from the course of study, as long as every reasonable effort is made to report the circumstance to the RMFN committee, no refund will be necessary.
12. Successful applicants must agree to have their names and a brief report of their study plans published in the RMFN newsletter *Country Connections*.

**THE RURAL MEDICAL FAMILY NETWORK, INC.
SPOUSE/PARTNER EDUCATION & TRAINING GRANT**

APPLICATION FORM – Round 14

DETAILS OF APPLICANT

Title _____ Family name _____ First name _____

Drs Full Name _____ GP OTD GP GP Registrar

Practice Name _____

Home Address _____

Town _____ Postcode _____

Home Telephone _____ Home Email _____

Currently Employed: YES NO Position Held: _____

DETAILS OF PROPOSED EDUCATION/TRAINING

1 Course title and brief description of proposed education/training

2 Name of organisation, institution or individual providing education/training

NOTE: Please attach published course information or copy of private instructor's qualifications. Applications cannot be processed without this documentation.

3 Please provide the following course details:

Date of Commencement Duration of Course Estimated Finish Date

Are other forms of funding, government or private, available to you, for which you may be eligible, in relation to this course of study? YES NO

If yes, please give details _____

Have you applied for other forms of funding, government or private, for which you may be eligible in relation to this course of study? YES NO

If yes, have you been successful in your application? YES NO

4 **Please estimate the maximum amount you will require up to the limit of \$1,000.00.**

(This may enable the RMFN to offer the balance as a partial grant to another applicant).

N.B. \$500.00 limit applies for Practice Management Courses.

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9 Have you applied for an RMFN Victoria grant before? YES NO
If yes, please provide date _____

10 Have you been successful in receiving an RMFN Victoria grant before? YES NO
If yes, please provide date _____

NOTE: Answers to the following question will be included in the selection process only if it is necessary to prioritise applications which are ranked equally on Questions 5-10 above.

11 Will this study enable you to contribute to your local community in any way?
If so, please explain. _____

13. *Please tick and Sign*
If successful, I agree to have my name, a brief report of my study plans and my progress reports published in the RMFN newsletter *Country Connections*.

SIGNED DATE

14. **Please send COMPLETED Application Form and supporting documentation to:**

**Mrs Gina Lambe - CEO
Rural Medical Family Network, Inc.
PO Box 500
Warrandyte Vic 3113**

or, Fax: (03) 9844 3908

NB: DO NOT send Receipts with the application.