

SPOUSE/PARTNER EDUCATION & TRAINING GRANT FINANCIAL YEAR 2011-2012

[NB: This form is current for this period only.]

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?

1. Any spouse or partner (of a doctor) living in a rural or remote area of Victoria located within RA 2-5 (RRMA 4-7) localities may apply. In some cases, spouses who live in RRMA 3 and cross border localities may be eligible).
2. Any spouse or partner of a rural medical specialist, dentist or pharmacist and allied health personnel living in a rural or remote area of Victoria located within RA 2-5 (RRMA 4-7) localities may apply.
3. Spouses/Partners living in Melbourne are not eligible to apply.

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. **Please note: Hard copies must be provided – website links will not be accepted**

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 and purchase of books specific to course of study. 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.

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

APPLICATIONS will now be received continuously throughout the financial year until 31st May 2012.

GUIDELINES

1. **Applications will be accepted until 31st May 2012.**
Applicants will be notified the result of their submission within six (6) weeks of receipt.
2. Grants valued at up to \$1,000.00 per applicant.
3. **The successful applicant may reapply in subsequent financial years.**
4. Applicants must complete Application Form and enclose course information as published by the proposed training organization (hard copies must be provided – website links will not be accepted). Where classes will be provided by a private tutor or instructor, **a course outline and hard 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. Grants will not be provided for the sitting of medical examinations.
9. **Payment of 50% of the approved grant will in all instances be made as reimbursement upon presentation of original receipts, not as payment in advance.**
A Claim Form will be provided to the successful applicants.
The remaining 50% will be paid on receipt of the completed evaluation report, which will be provided with the initial payment.
10. **ALL CLAIM FORMS MUST BE RECEIVED FOR REIMBURSEMENT OF COURSE EXPENSES IN THE FINANCIAL YEAR IN WHICH COURSES ARE APPROVED.**
11. **Successful applicants are to complete an evaluation report for the balance of 50% of the grant.**
12. It is expected that all reimbursements for grants will be made within three (3) months of application, if not funds will be reallocated, unless otherwise notified.
13. 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.
14. Successful applicants must agree to have their names and a brief report of their study plans published in the RMFN newsletter *Country Connections*.

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FINANCIAL YEAR 2011-2012**

APPLICATION FORM

DETAILS OF APPLICANT

Title _____ Family name _____ First name _____

Drs Full Name _____

GP OTD/IMG GP Registrar

Specialist: Medical Dental Pharmacist Allied Health

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).

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