



## Education grant

The ACORN education grants are intended to support ACORN member's learning. Financial assistance may be awarded for a number of educational activities, including presenting papers and attending conferences or similar events, and engaging in charitable work, such as volunteering to work with aid groups.

**Please note:** These grants are not for attending the ACORN biennial conference. To apply for assistance to attend this please use the Conference attendance scholarship application form which is available from the 'Grants and awards' page of the ACORN website.

### Guidelines

Financial assistance is granted, at the discretion of the board, according to the following guidelines.

1. Membership of a local association (LA) must be current and continuous for at least two years.
2. The LA President must support the application and the LA Secretary must provide written ratification that includes verification of commitment to LA activities.
3. Financial assistance will be awarded to an individual member no more often than every three years.
4. The maximum amount of financial assistance awarded is \$2000.
5. Applications for bursary funding must be directly related to a perioperative conference or other educational activities.
6. Applications will be considered for formal qualifications if they are directly related to the perioperative environment.
7. Financial assistance must be allocated toward costs associated with conference registration, travel and/or accommodation, and/or formal qualifications.
8. Education grant applications may be lodged at any time; however, assessments will take place quarterly in February, May, August and November. Applicants will be notified of the outcome as soon as possible after each assessment period.
9. Financial assistance will be provided as reimbursement for costs or as direct payment to an organisation, e.g. for registration. No cash sum shall be given to the applicant without evidence of payment.
10. No retrospective applications will be considered.
11. Confirmation of financial assistance can be made in principle by the board to allow members to engage with the costs of the educational activity with confidence.

12. All applications will be considered on merit.
13. The decision of the board is final and no correspondence will be entered into.
14. All members who receive financial assistance must submit a report about the funded activity no later than eight weeks after attending the activity. The report may be up to 1500 words and photos may be included. At the discretion of the Journal subcommittee, the report may be published in the ACORN journal and/or on the website.
15. Successful applicants must agree:
  - to have their names and state published in the ACORN journal and/or on the ACORN website
  - to allow ACORN to communicate with the appropriate LA to confirm or corroborate the applicant's level of activity within the organisation
  - that the final report may be published in the ACORN journal and/or on the website
  - to acknowledge the financial support awarded by ACORN at appropriate times e.g. at the beginning of a presentation.

## Completing the application form

The ACORN board wishes you every success in regards to your application but would like to remind you to explore all other possible sources of financial assistance.

The following must be submitted with your application:

- a completed Education grant application form. Incomplete application forms will not be accepted.
- letter of support from LA President
- letter of ratification from LA Secretary
- evidence of the educational activity for which you are applying for assistance e.g. registration brochure, call for abstracts brochure or outline of educational activity
- where applicable, a copy of your abstract and, when available, a copy of the letter confirming your abstract has been accepted
- where applicable, details of the charitable activity and contact details of the organisations involved with the venture
- quotes or receipts for relevant expenses.



## Education grant application form

Email completed forms and documentation to [kylee.carmody@acorn.org.au](mailto:kylee.carmody@acorn.org.au). Alternatively, post to ACORN PO Box 899 Lyndoch SA 5351. We suggest using registered post.

### Part 1: Personal details

First name: .....

Last name: .....

Address: .....

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Telephone (home): ..... Telephone (work): .....

Mobile: ..... Email: .....

Work place: .....

Position title: ..... Full time equivalent: .....

Bank details (optional): Account name: .....

BSB number ..... Account number .....





**Part 2: Eligibility check**

Have you ever received financial assistance from ACORN?  Yes  No

If yes, please state the amount that was received, the date of receipt and describe the activity for which you received financial assistance.

To which local association do you belong? .....

How long have you been a member? .....

Please indicate the activities you have been or are currently involved in at a state or national level. These activities can include committee membership, attendance at meetings, conferences, study days, fund raising etc.

**Part 3: The activity**

Please describe the activity you require financial assistance for.

Where is the activity to be held?



On what date/s is the activity to be held?

In what capacity are you attending the activity? Please tick:

- delegate
                         
  presenter (Have you submitted your paper?      YES / NO)
- volunteer
                         
  invited speaker
                         
  other (please specify)

Please provide a brief outline of the activity, your objectives and how it will benefit your practice.

If your paper has been accepted please provide proof of acceptance and a copy of the abstract.

Complete the following table of expenses, indicating where the funds are to come from.

<b>Expense</b>	Amount	Self	Other	ACORN
Registration or enrolment fee	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Accommodation	\$	\$	\$	\$
Other (please specify)	\$	\$	\$	\$
Totals	\$	\$	\$	\$
Total financial assistance requested from ACORN				\$



Would you accept partial funding?  Yes  No

Please supply any further information that you feel will support or clarify your application.

If successful I agree to abide by point 15 of the guidelines on page 1 of this form.

Signed: ..... Date: .....

**Part 4: Notification of outcome**

ACORN will notify you of the outcome of your application. Please ensure that you have provided one or two methods by which we can contact you.

If your application is successful and you have submitted receipts for expenses that ACORN is funding, ACORN will reimburse you. ACORN will either contact you about the best way to reimburse you or send you a cheque.

If you have supplied quotes and require ACORN to pay for items, such as registration, ACORN will contact you to arrange payment. ACORN will not book accommodation or flights.

If your application is not successful, the reason will be given; however, no discussion will be entered into.

### **Part 5: Application checklist**

Applicants are responsible for ensuring all items relating to their application are received by ACORN. Please which of the following you have included with your application.

- Evidence of current and continuous local association membership
- Letter of support from LA President
- Letter of ratification from LA Secretary
- Completed Education grant application form
- Copy of abstract and, if available, acceptance letter, if you are presenting at a conference
- Details of the charitable activity, if applicable, and contact details of organisations involved.

Registration:       Quote       Receipt

Travel:             Quote       Receipt

Accommodation:  Quote       Receipt

Other (please specify)