

SOUTH EASTERN PRIMARY CARE FUND

GUIDELINES FOR APPLICANTS 2020

1 INTRODUCTION

South Eastern Primary Care Fund is a sub-fund of the Australian Communities Foundation (ACF) Extension Fund, whose trustee is Australian Communities Foundation Ltd.

2 FUND PURPOSE

2.1 PURPOSE

The purpose of the South Eastern Primary Care (SEPC) Fund is to support the primary health care workforce in the South Eastern region of Melbourne, so that they can provide optimum care for the community. The SEPC Fund will achieve this purpose by providing:

- Scholarships for primary health care professionals and support staff to undertake education and training
- Grants for organisations to deliver training to primary health care professionals and/or support staff
- Grants for primary health care professionals or primary care organisations to undertake projects within the primary health care setting.

Primary Health Care Professionals means general practitioners, allied health professionals or nurses.

Allied Health Professionals generally means those registered with the Australian Health Practitioner Regulation Agency (AHPRA)

South Eastern Region means the local government areas of Greater Dandenong, Casey and Cardinia. Individuals applying for scholarships **MUST** work in one of these three municipalities or show clear evidence of intent to work in region. Organisations applying for project funding **MUST** be located in and provide primary care services to people in at least one or these municipalities.

2.2 INITIAL PRIORITIES

2.2.1 Scholarships for primary health care professionals working in the South Eastern region.

Scholarships for individuals towards the cost of education and training. This may include, but is not limited to:

- Recognised post-graduate courses in the relevant discipline
- Procedural skills training

Scholarships will be limited to one year and to a maximum of \$5,000 per scholarship.

Scholarships can be used to cover course fees, purchase of equipment and books required for the relevant course, and other expenses (including reasonable travel and accommodation expenses) which impact on the recipient's ability to undertake their studies.

2.2.2 Support staff in general practices and allied health practices in the South Eastern region.

Scholarships to increase the skills and qualifications of primary health care support staff, such as practice management or other relevant qualifications.

Scholarships will be limited to one year and to a maximum of \$5,000 per scholarship

2.2.3 Grants to organisations to provide education and training

Grants to a maximum of \$10,000 in any one year to organisations providing approved and/or post-graduate courses.

Grants cannot be used for training or programs funded through other sources.

2.2.4 Grants for primary health care professionals or primary care organisations to undertake projects within the primary health care setting.

This may include research, peer support, quality improvement or health promotion projects which aim to improve the quality of health care provided within the local community.

Grants to a maximum of \$10,000 in any one year to organisations.

Preference may be given to applicants who are of Aboriginal, Torres Strait Islander or refugee background, or who are financially disadvantaged, or grants/projects that benefit such residents. This is at the discretion of the Advisory Committee.

2.3 ELIGIBILITY

2.3.1 Individuals

To be eligible to be considered for a Scholarship under 2.2.1/2.2.2, or a Project Grant under 2.2.4, individuals must:

- work in an organisation providing primary care services to the people of South Eastern Region, and must be regularly involved in the provision of primary care services to the people of the South Eastern Region, or
- can show clear evidence of intent to work in the region on completion of course.

AND must be an Australian citizen or have permanent residency.

It is expected that successful scholarship applicants will pursue, or continue to pursue, their career in the South Eastern Region on completion of their training. The Fund's trustee may implement other grant conditions.

2.3.2 Training Organisations

To be eligible to be considered for a Grant under 2.2.3, training organisations must meet the following criteria:

- provide demonstrated evidence of having run successful training programs
- be able to provide training in the South Eastern Region
- provide evidence that the training to be provided is a recognised need in the local community.

2.3.3 Primary Care Organisations

To be eligible to undertake projects under 2.2.4, organisations must be located in and provide primary care services to the people of the South Eastern Region.

3 FUND GUIDELINES FOR APPLICANTS

3.1 APPLICATION DATE

Applications open on 9th March and close at 5pm on 27th April, 2020.

3.2 APPLICATION PROCESS

Applicants are to submit their applications, including all required evidence, electronically using the application forms located at: <http://www.communityfoundation.org.au/sepcfundgrants/>

Successful applicants will be notified by 8th June and must respond to the letter of offer within 21 days or the offer will lapse.

3.3 ASSESSMENT CRITERIA – INDIVIDUAL SCHOLARSHIPS

Assessment will be merit based and take into account a combination of the following factors:

- academic achievement
- geographical location within the South Eastern Region
- quality of application
- evidence provided to support application, and
- evidence that the proposed course matches the needs of the community.

Applicants applying for scholarships will need to provide evidence of acceptance in the relevant course. If this cannot be provided at the time that the application is submitted, in-principle grants can be approved but will not be paid until evidence is provided.

Preference for Disadvantage

In assessing applications, preference may be given to applicants who can demonstrate that they are:

- Aboriginal or Torres Strait Islander
- Refugee background
- Financially disadvantaged

Applicants seeking preference on the grounds of being financially disadvantaged, will need to show their financial situation fits one or more of these criteria:

- You or your parent/guardian are on Centrelink benefits or Family Tax Benefit A
- You earn less than \$45,000 a year.
- You or your family are experiencing poverty, excessive financial obligations or unusual or exceptional circumstances that were unforeseen, occurred recently, and impacted negatively on you and your family's financial circumstances.

3.4 ASSESSMENT CRITERIA – ORGANISATIONAL GRANTS

Assessment will be merit based and take into account a combination of the following factors:

- extent to which the eligibility criteria were met
- quality of application, including suggested reporting on Key Performance Indicators
- evidence provided to support application
- demonstrated evidence that the proposed activity matches the needs of the community

3.5 APPLICATION AND ASSESSMENT PROCESS

Details of the annual granting round will be advertised on the Australian Communities Foundation's website, promoted via local media and notification to relevant medical, health and educational institutions.

The website will provide details of:

- current funding priorities
- eligibility and assessment criteria
- relevant application closing and grant approval dates
- application forms and Progress Report forms, and
- publication of all recipients' names, purpose and amount of the scholarship or grant.