



## Country Women's Association of Australia Rural & Remote Nursing & Midwifery Professional Development Grant 2021

### Application Guidelines

**Opening date:** 9 am, 1 January 2021  
**Closing date:** 5 pm, 15 February 2021  
**Email address:** [cwaa@ruralhealth.org.au](mailto:cwaa@ruralhealth.org.au)  
**Website:** [www.ruralhealth.org.au/cwaaruralnursingcpdgrant](http://www.ruralhealth.org.au/cwaaruralnursingcpdgrant)

**Late applications will not be accepted. Incomplete applications will not be assessed.**

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The CWAA Rural & Remote Nursing & Midwifery PD Grant 2021 is funded through the Country Woman's Association of Australia and is administered by the National Rural Health Alliance in conjunction with CRANaplus.



## 1. Introduction

The Country Women's Association of Australia (CWA) Rural & Remote Nursing & Midwifery Professional Development (PD) Grant 2021 is intended to assist rural and remote nurses to offset the costs of undertaking Continuing Professional Development. The Grant is designed to enable nurses and midwives with strong links to rural and remote communities to: upskill; provide quality care; and meet the health service needs of their communities.

Application for the Grant is open to **Registered Nurses, Enrolled Nurses and Midwives** who are commencing a program of study or course to gain new skills and broaden their knowledge. The Grant will be awarded based on assessment against selection criteria detailed in Section 5 of these Guidelines. A set amount will be paid at the commencement of study, which will be required to start within 12 months of being offered a grant, and the balance will be paid on successful completion of the course.

The CWA Rural & Remote Nursing & Midwifery PD Grant 2021 is funded by the Country Women's Association of Australia and administered by the National Rural Health Alliance in conjunction with CRANAplus.

## 2. Applying for the Grant

The Application Form is available online at <http://ruralhealth.org.au/cwaanursingpdgrant>.

The Application Form will be available from **1 January 2021**.

Applications must be submitted by 5pm on **15 February 2021**.

Late applications will not be accepted.

To apply:

- save this Application Form to your computer
- complete all the questions
- save your completed Application Form
- provide contact details of one professional referee
- **email your completed Application Form and current CV to [cwaa@ruralhealth.org.au](mailto:cwaa@ruralhealth.org.au), or through <http://ruralhealth.org.au/cwaaruralnursingcpdgrant>.**

Before you submit your application ensure that you have answered all the relevant questions accurately and completely. Keep a copy of your application for your own records. **Incomplete applications will not be assessed.**

An applicant who is offered a grant will be required to provide evidence of their enrolment into the program or course and may be asked to provide certified copies of specific documents so that the claims made in their application may be verified. The grant will be awarded only after the information provided by the applicant has been verified. Successful applicants will also be required to submit a signed Statutory Declaration attesting that the information set out in their application is accurate and complete. Be aware that it is an offence to wilfully make a false statement in a Statutory Declaration.

### 3. Privacy

Any information provided to the National Rural Health Alliance and the Country Women's Association of Australia by an applicant about their application for the CWAA Rural & Remote Nursing & Midwifery PD Grant 2021 will be dealt with in accordance with the National Privacy Principles of the *Privacy Act 2014*.

### 4. Eligibility

To be eligible for the CWAA Rural & Remote, Nursing & Midwifery PD Grant 2021 an applicant must be:

- a) a Registered Nurse, Registered Midwife or Enrolled Nurse
- b) currently working in a rural or remote role
- c) enrolled in a program of study or course to gain new skills and knowledge relevant to their practice.

### 5. Selection criteria

The successful applicant will be selected based on:

- a) their demonstrated commitment to rural or remote practice
- b) their demonstrated commitment to ongoing Education & Professional Development
- c) their ability to describe how the Grant will:
  - further contribute to their Professional Development
  - update their knowledge and skills to enhance clinical practice
  - benefit consumers, colleagues and the broader community.

### 6. Assessment and selection of the successful applicant

All applications submitted by the closing date will be considered according to the eligibility and selection criteria set out in these guidelines.

Only applications that meet the eligibility criteria will be assessed (see Section 4).

Eligible applications will be assessed against the selection criteria (see Section 5). A short list of applications will be produced for consideration by the Selection Panel. As part of this consideration, the Selection Panel may seek additional information from selected applicants. The Selection Panel will make recommendation(s) to the Country Women's Association of Australia which will make the final decision on the awarding of the Grant/s to the successful applicant/s.

An applicant who is offered a grant will be asked to provide (evidence) specific documentation so that the claims made in their application may be verified. The CWAA Rural & Remote Nursing & Midwifery PD Grant will be formally awarded to this applicant if the documentation verifies the information in the application.

A detailed list of the documents which an applicant who is offered a grant may be required to provide is available on request from the National Rural Health Alliance and will be provided to successful applicants at an appropriate stage in the process.

Should an applicant who is offered a Grant decline this offer or have the grant offer withdrawn, the Grant may be offered to another eligible applicant.

All applicants will be notified by email of the outcome of their application. **The decision of the Country Women's Association of Australia is final and no subsequent appeals or requests for applications to be reconsidered will be accepted.**

## 7. Selection Panel

The Selection Panel will comprise of nominees from CRANaplus and the Country Women's Association of Australia who will make the final decision on the awarding of the Grants. The decision of the Panel is final and there will be no appeal process.

## 8. Grant value and requirements

The Grant will provide the successful applicants with up to a maximum of \$3,000 towards the cost of their chosen PD course.

The Grant recipient will be paid a set amount of the Grant on receipt of course enrolment confirmation. A final instalment will be paid once the Grant holder has fulfilled the completion requirements of the Grant (outlined below).

The Grant holders will be required to:

- sign a Grant Agreement which sets out the terms under which the Grant is offered
- complete their PD course within 12 months of being awarded the Grant
- within 4 weeks of the completion of the Grant, submit a final report including evidence of successful completion.

The final report is to include a brief overview of the course, what learning was derived and the benefit that this course provides to the individual and to the community.

## 9. Withdrawal of Grant

If the Grant holder does not complete the nominated PD course, or if they fail and are excluded from their course before the completion, the Grant will be withdrawn. If the Grant holder ceases to be enrolled, they should inform the National Rural Health Alliance as soon as possible.

## 10. Tax status

Applicants are advised to seek guidance from the Australian Taxation Office or a registered tax agent on the taxation status of the Grant as it relates to their circumstances.

## 11. Contact details

Email [cwaa@ruralhealth.org.au](mailto:cwaa@ruralhealth.org.au)  
Phone 02 6285 4660  
Mail CWAA Rural & Remote Nursing & Midwifery PD Grant  
National Rural Health Alliance  
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Web [www.ruralhealth.org.au/cwaaruralnursingcpdgrant](http://www.ruralhealth.org.au/cwaaruralnursingcpdgrant)