



Australasian College of
Paramedicine

EDUCATION GRANT **GUIDELINES**

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1. ABOUT

1.1 AUSTRALASIAN COLLEGE OF PARAMEDICINE

The Australasian College of Paramedicine (the 'College') is the peak professional organisation supporting and representing more than 10,000 paramedics across Australia and New Zealand.

College members include paramedics at all clinical levels, paramedicine academics and researchers, student paramedics, doctors and nurses working in the emergency medicine field, non-paramedic qualified staff working in paramedicine, retrievalists, first responders and volunteers.

1.2 COLLEGE EDUCATION GRANTS

The College recognises the costs of continuing professional development can be prohibitive for some paramedics. As the peak professional body, the College is committed to supporting members in their educational pursuits and offers a number of education grants each year that can be used for professional development activities.

1.3 CONTACT INFORMATION

Australasian College of Paramedicine
PO Box 3229
Umina Beach NSW 2257

1300 730 450 ext.5 (AU)
0800 730 450 (NZ)
info@paramedics.org

2. GRANTS AVAILABLE AND GRANT ROUNDS

2.1 GRANTS AVAILABLE

ACP INTERNATIONAL CONFERENCE GRANTS

These grants are available for members who wish to attend the Australasian College of Paramedicine International Conference. Conference grants are for a maximum amount of \$500 each. Members may apply for a grant less than the maximum amount.

PROFESSIONAL DEVELOPMENT GRANTS

Professional Development Grants are available for members who wish to expand their knowledge in a non-academic discipline relevant to the field of paramedicine.

Examples of courses include:

- certificate IV
- roping courses
- USAR courses.

Professional Development Grants are for a maximum amount of \$500 each. Members may apply for a grant less than the maximum amount.

2.2 GRANT ROUNDS

There are two grant rounds per year, typically run in February and August.

Opening and closing dates of each round will be advertised via the College's communication channels (email, website and social media).

3. ELIGIBILITY

3.1 WHO CAN APPLY

Education grants are open to members who may benefit from financial assistance to access continuing professional development opportunities.

Examples of suitable applicants include (but are not limited to):

- members in rural or remote areas who are facing higher travel costs for event attendance
- members with a special interest/specialist knowledge who are facing higher continuing professional developments costs
- members performing unpaid (volunteer) work who are facing financial constraints.

Preference will be given to those applicants who have not received a College education grant within the last two years; however, those who have successfully obtained a grant within the last two years are not excluded from applying.

3.2 COLLEGE MEMBERSHIP REQUIREMENT

The applicant must be a current financial member of the College and have maintained financial membership for at least 12 months prior to the grant application.

4. HOW TO APPLY

Grant applications must be submitted via the [Education Grant Application Form](#).

The following information will be required:

- course/event name
- course/event date(s)
- course/event provider name
- course/event location
- reason for grant application
- outline of proposed expenditure.

5. APPLICATION ASSESSMENT AND NOTIFICATION OF OUTCOMES

The College will assess all grant applications based on the following criteria:

- the strength of the individual application
- the competitiveness of the grant round
- the availability of grant funds.

All applicants will be notified of the outcome of their application by email.

6. UNSUCCESSFUL GRANT APPLICATIONS

Where an application is unsuccessful, the applicant may appeal in writing to the College within four (4) weeks of the notification of outcome. The appeal will be reviewed by the College and the applicant will be notified of the appeal outcome via email.

7. SUCCESSFUL GRANT APPLICATIONS

7.1 THE GRANT AGREEMENT

Where an application is successful, applicants will be sent a copy of the College's grant agreement for review and signing. The approval of a grant may be subject to specific conditions determined by the College during the assessment process; any such conditions will be identified in the grant agreement. The College is not responsible for any expenses incurred prior to the signing of the grant agreement.

7.2 RELEASE OF FUNDS

Prior to the release of funds, applicants must:

- sign and return the College's grant agreement
- provide bank account details to the College for the deposit of funds.

8. REPORTING REQUIREMENTS

8.1 CHANGE OF CIRCUMSTANCES

Grant recipients must inform the College immediately of any change of circumstance that may impact the successful completion of the course/event or that may constitute a breach of the grant agreement.

If the course/event cannot be completed/attended or the grant agreement is otherwise breached, the College may request full or partial reimbursement of grant funds.

8.2 FINANCIAL REPORTING

Grant recipients must provide the College with evidence of expenditure, such as a tax invoice or receipt, within 14 days of incurring the cost.

8.3 WRITTEN REPORT

The grant recipient must provide the College with a 500-word written report on the key learning outcomes from the course/event. The report must be submitted no later than 30 days after the completion of the course/event.

8.4 PRESENTATION

The College may request a presentation from the grant recipient at one or more College events. The College may also request articles for the College website, journal, magazine and/or weekly e-news.

8.5 ACKNOWLEDGEMENT OF GRANT

Grant recipients must acknowledge College funding in all articles and presentations.

8.6 USE OF COLLEGE LOGO

Grant recipients must seek permission from the College before using the College logo in any article or presentation.

9. ENQUIRIES AND FEEDBACK

Enquires and feedback on these guidelines or the grant process can be directed to info@paramedics.org.