



SAON Information & Guidelines for Grants

For the allocation of financial assistance for SAON members to Intrastate, Interstate and Overseas Conferences, Seminars and Workshops

Objective of the Fund

- To provide financial assistance for SAON members to attend Intrastate, Interstate and Overseas Conferences, Seminars and Workshops.
- A report on Grants allocation will be submitted to the Annual General Meeting of SAON members.
- The SAON Committee will decide on the amounts to be made available yearly for grants to SAON members.

Essential criteria:

Grant Allocation Criteria

1. Applications for a grant will only be considered after a qualifying period of 12 months SAON membership. Where a member fails to make contributions, a 12 month requalifying period from the date of recommencing the payment of contributions will apply.
2. When a member has elected to suspend payments (ie. during a period of extended unpaid leave) and has notified the SAON Treasurer, a 3 month requalifying period will apply from the date of recommencing the payment of contributions.
3. The SAON Committee will review each grant application, and will consider the following points:
 - Length of SAON membership
 - Previous grant applications – date and amount
 - Quality of application – states clearly the outline, aims, objectives and implications for orthopaedic nursing
 - Relevance of conference/seminar to member's current position
 - Special consideration will be given to SAON members who are presenting papers at conferences or seminars
 - Amount of money available for grant applications during that month
 - SAON Committee members seeking grants will not be involved in decisions regarding those applications.
4. A detailed financial plan must accompany each application
5. The amount granted to any one member over a 4 year period will not exceed \$1,000. When a member has had grants totalling \$1,000, there will be a 2 year requalifying period before a new grant application will be considered by SAON committee.
6. Grants will be awarded on the following basis to a maximum of:
 - Intrastate conferences/seminars/workshops \$200
 - Interstate conferences/seminars/workshops \$350
 - Overseas conferences/seminars \$500

7. The Secretary and Treasurer will maintain records of grant applications and allocations. These records will include SAON membership details, conferences/seminars information and dates, and details of the amounts awarded to the SAON member. These records will be presented in the AGM Treasurer's report

8. There will be no restriction on the number of SAON members applying for grants, but the SAON Committee may vary the amount to be allocated within the guidelines set out in section 5.

9. All grant recipients will submit receipts for expenses to the SAON Treasurer.

10. Grant recipients should indicate how they intend to disseminate the information gained by attending the conference/seminar (ie. Inservice presentations, SAON education meetings/Newsletter, Nursing Grand Round).

11. Applicants will provide a written report of the conference to the SAON committee within 1 month of the event for publication in SAON newsletter.

12. Grants for any courses and tertiary study will not be considered.

13. Conferences or seminars will **not** be funded retrospectively. All applications must be delivered to the Treasurer prior to any SAON Committee meeting (ie. BEFORE the 2nd Monday bi-monthly ie. February, April, June, Aug, Oct, Dec). The committee will review each application received bimonthly and make a determination with respect to the application.

NB. Where any of these criteria are not met on review of the application and membership listing, the secretary will notify the SAON president

14. Every attempt ought to be made by the applicant to seek:

- Early bird registration
- Share accommodation whenever possible
- Discounted flights
- Hard copy of tax invoice & ABN
- Accurate estimation of expenses

15. The decision of the SAON committee will be forwarded to the applicant by mail.

16. Decisions by the committee will be made in accordance with the principles of equity, providing all criteria is met.

17. Applicants are reminded that funds are finite and the committee is committed to "making a little go a long way"

18 The SAON Committee reserves the right to vary the above guidelines as the need arises.

19. Biennial review of Grant Allocation Information and Guidelines by President, President Elect, Treasurer and other delegates in July (ie. 2007, 2009).

Note: These guidelines are for grant applications. All applications are considered on merit, and the allocation of grants will be ratified at SAON Committee meetings.