



Business Training Grant



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1. Grant Overview

Rural Workforce Agency Victoria (RWAV) is a not-for profit government-funded organisation improving healthcare for rural, regional and Aboriginal and Torres Strait Islander communities in Victoria.

The Business Training Grant for rural primary healthcare practices is funded by RWAV as part of the Australian Government Department of Health Rural Health Workforce Support program.

The purpose of the Business Training Grant is to improve the viability of rural health practices by supporting an increase in business management skills, by enabling access to business training opportunities.

2. Eligibility

This grant is available to practices to support business related training or upskilling for Practice Managers or Administrative Staff employed in Victoria at:

- a private primary healthcare practice in a MMM 3-7 location, or
- an Aboriginal Medical Service or Aboriginal Community Controlled Health Organisation in MMM 1-7 locations.

3. Eligible Activities

Applicants may apply for funding for the following expenses:

- Registration/course fees
- Consulting, advisory, training and coaching services
- Travel (air, car, public transport)
- Accommodation expenses
- Participation in educational programs hosted by the Australian Association of Practice Management including conferences
- Attendance at accredited educational programs addressing specific aspects of business management for rural primary healthcare practices
- Accessing professionally approved business management/performance consulting, advisory, training, mentoring, supervision and coaching services

The following will **not** be eligible for this grant:

- Stand-alone claims for travel and/or accommodation
- Clinical educational activities
- Overseas activities
- Peak body membership fees

4. Funding Available

Practices can apply for up to \$1500 per individual staff member per financial year, with total applications capped at \$3000 across the practice per financial year.

5. Application Process

This is a retrospective grant.

Applications may only be made within 30 days of completion of the course.

All applications must be made through the MyRWAV portal accessed on the RWAV website. Applications should be submitted by a suitable practice representative, (e.g. Practice Manager) who works in the same practice, on behalf of the individual applicant. This allows the Practice Manager to have oversight of how the funds available to the practice are being granted.

Each application must include proof of employment in a letter that:

- Is on the employer's letterhead and from the applicant's immediate manager
- Is dated and signed by the employer or business manager, within the last three months
- States the name of the applicant, including evidence of a name change if the receipt is not in the applicant's professional registration name
- States the applicant's position title
- States the applicant's employment status (full time/ part time) and the number of hours worked per week
- States the location of primary health services provided
- States the length of the applicant's employment in their present position

Copies of all receipts must be provided with the grant application.

You will also need to provide a **Certificate of Completion/Attendance**, or a letter from the course provider to confirm your attendance/participation.

Only completed applications will be accepted. If your application is missing required information or documentation, the application will be returned to you and will not be considered for funding until it is complete.

If funds are received from other grant sources for the same activity, the practice will be ineligible to receive additional funding through this grant.

As part of the application, practices must indicate how the educational activity will increase the business management skills of the practice to benefit the business.

You may be asked to provide more information to support your application.

Submitting your application does not guarantee you will be successful.

6. Notification of Applications

RWAV will notify you the outcome of your application via email.

Please note applications may take up to **six (6) weeks** to be assessed, approved and processed.

If your application is unsuccessful, RWAV will provide an explanation as to why your application has been declined.

7. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should initially email the grants team at grants@rwav.com.au to determine if they may be eligible to access funding and/or support from other grants administered by RWAV. If the matter is not resolved, applicants can appeal to the Senior Manager, Health Workforce Solutions to consider their case.

8. More Information

Any questions relating to the Business Training Grant should be directed to the Contracts Officer, Grants at grants@rwav.com.au or via phone on 03 9349 7800



Wurundjeri Country

Level 6, Tower 4, World Trade Centre
18 - 38 Siddeley Street, Docklands VIC, 3008

+61 3 9349 7800

rwav.com.au