

RURAL PRIMARY HEALTHCARE PRACTICES BUSINESS TRAINING GRANT

Guidelines 2019 - 20



Background

Rural Workforce Agency Victoria (RWAV) is a non-profit government funded organisation improving healthcare for rural, regional and Aboriginal 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 grant will enable primary healthcare practice staff to access business training opportunities and improve the management of rural primary healthcare practices.

The aim of the grant is to:

- Increase business management skills of rural primary healthcare practices to improve the viability of rural health practice.
- Improve business practices to ensure long term sustainability.

CPD for Business Training Grants Criteria:

- Available to applicants that completed CPD in the 2019/20 financial year.
- A completed application must be submitted after completion of the CPD activity.
- Copies of all paid expense receipts/invoices must be provided with the application in order to receive payment.

Who is eligible to apply?

- Applicants must be employed in a primary healthcare practice in MMM 2-7 locations in Victoria. See www.doctorconnect.gov.au.
- Employees of state-funded community health services are not eligible for this grant.
- Applicants are not eligible for funding if they have already received funding support from other RWAV grants in the current financial year.

The total funding available per applicant per financial year is capped at \$1,000 (including GST), and there are also funding limits for each eligible subsidy.

Eligible Business Training Activities:

- Participation in educational programs accredited by the Australian Association of Practice Management.
- Attendance at educational programs addressing specific aspects of business management for rural primary healthcare practices, for example, MBS workshops.
- Accessing business management/ performance consulting, advisory, training and coaching services.

Application, Assessment and Payment Process:

- All complete applications must be submitted to via the RWAV online portal at www.rwav.com.au
- All applicants will be notified via email of the outcome of their application within two weeks of receiving a completed application.
- All applications will be assessed against the guidelines.
- The funding amount granted is based on each individual application and takes into consideration course fees and necessary travel and accommodation expenses.
- If the applicant is successful in obtaining a grant the payment process will be confirmed by RWAV. Funds will be paid via electronic funds transfer, upon receipt of certificate of completion for short courses.
- Funding for this grant is capped and grant provision is subject to availability.

Terms and Conditions

- Business Training Grant applications for Rural Primary Healthcare Practices are considered throughout the 2019/20 financial year. Funding is allocated each financial year and grant support will cease when the funding is exhausted.
- The application must be submitted within the same financial year in which it was completed.
- Overseas activities are not eligible for this funding.
- This grant is available to Australian Citizens and Permanent Residents only.
- If funds are received from other grant sources for the same activity, the applicant will be ineligible to receive additional funding through this grant.
- You must agree to undertake evaluation activities as requested by RWAV.
- Whilst RWAV aims to provide an excellent service; if applicants have any concerns about our services, they can refer to the RWAV Complaint Management Policy document: <https://www.rwav.com.au/contact-us/complaint-policy/>.

Any complaints must be reported to the Grants Administrator at grants@rwav.com.au.

Item	Eligible Claim Amount
Registration/course fees	100% of the registration fee up to annual limit
Consulting, advisory, training and coaching services	100% of the cost up to the annual limit
Driving	Calculated at \$0.68 per kilometres based on a return trip from the applicant's place of residence to the respective training location (and return) Travel subsidises are calculated via the most direct and practical route
Public Transport	Full cost of the cheapest economy public transport via the most direct route
Air Travel	Full cost of the cheapest economy airfare via the most direct route
Accommodation expenses	Up to \$140 per night irrespective of location (rural or metropolitan) At a registered commercial premises
Childcare	Up to \$60 per day at a registered childcare organisation

For more information about the RWAV Business Training Grants for Rural Primary Healthcare Practices, contact the Grants Administrator at [RWAV grants@rwav.com.au](mailto:grants@rwav.com.au).