

# **BUSINESS TRAINING GRANTS FOR RURAL PRIMARY HEALTH CARE PRACTICES**

## **Applicant Guidelines 2018**

### **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 grants for Rural Primary Health Care practices is a key initiative of the RHWSA- Sustainability strategy from RWAV, enabling Primary Health Care practice staff to access business training opportunities and improve the management of rural primary health care practices. The aim of the grant is to offer financial support for costs associated with business training activities including registration fees, travel, and accommodation associated with participation in a business training course.

### **Business Training Activities**

- Participation in a course run by a registered RTO or University.
- Attendance at a conference run by a recognized peak body associated with business development.
- Attendance at workshops addressing specific aspects of business development associated with the rural health practice, for example, MBS workshops

### **Eligibility**

We are seeking applicants who are currently working in rural primary health care practices in RA 2-5 locations in Victoria. See [www.doctorconnect.gov.au](http://www.doctorconnect.gov.au)

### **Applicant Categories include:**

- Practice Managers
- Practice Principals
- Practice Nurses or Administrative staff looking to progress to Practice Management roles

### **Requirements**

- Apply for a grant before the commencement of the activity
- Provide evidence of your employment in rural primary health care practice and a letter of support from your employer
- Provide information about the activity you wish to undertake and how your community will benefit from your participation
- Provide an activity report to RWAV at the completion of the activity
- While RWAV aims to provide an excellent service; if applicants have any concerns about our services, applicants are required to read the RWAV Complaint Management Policy document <https://www.rwav.com.au/contact-us/complaint-policy/>. Any complaint must be reported to the Grants Administrator at [grants@rwav.com.au](mailto:grants@rwav.com.au)

## **Application process**

- Applications must be submitted to RWAV using the Business Training Grants for Rural Primary Health Care Practices Application Form which can be accessed on the RWAV website
- Applicants must complete all required sections, supply all required documentation and ensure the application form is signed (digital signatures are accepted) before submission.

**All complete applications must be submitted to [grants@rwav.com.au](mailto:grants@rwav.com.au)**

## **Application assessment**

- Applications for the Business Training Grants for Rural Primary Health Care practices are considered throughout the year; funding will cease when expended.
- All grants will be assessed and successful recipients determined against eligibility and community need.
- All applicants will be notified via email of the outcome of their application within two weeks of receipt of receiving a completed application.

## **Payment**

### **Grant payment**

If successful in obtaining a grant, a payment request EFT form will be forwarded to the applicant. The grant amount of up to \$3,000.00 (including GST) will be paid via electronic funds transfer, upon signed agreement between RWAV and the applicant.

### **Grant funding cannot be used for the following activities:**

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- activities which support political campaigns
- grant recipient staff overseas travel, and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

### **More information**

For more information about the RWAV Business Training Grants for Rural Primary Health Care Practices, contact:

The Grants Administrator at RWAV  
[grants@rwav.com.au](mailto:grants@rwav.com.au)