

Tasmanian trainees are invited to apply for a grant to undertake activities that directly inform their training. These activities may include conferences and workshops located in mainland Australia; support accessing advanced training; and assistance with funding private psychotherapy supervision when there is no other option.

Grants will be capped at \$3,000 (GST inclusive), other than psychotherapy supervision grants which are capped at \$4,000 (GST inclusive), and only one grant will be available per annum per trainee. Funds are strictly limited and applications are subject to the availability of Grant funding. Should the allocation be exhausted, the RANZCP reserves the right to close applications. Applications will be assessed on a case-by-case basis. The objective of this program is to support Tasmanian RANZCP trainees to achieve their training objectives, and ameliorate the disadvantage of accessing opportunities from Tasmania.

### Application process:

- Complete the [Tasmanian Project Educational Grants application form](#), acknowledging acceptance of these Guidelines.
- A Letter of Support from the trainee's supervisor is essential if leave is required to be taken to attend the activity.
- The STP Tasmanian Project Working Group (the Working Group) will review the application and the RANZCP will notify the trainee (applicant) of the outcome of their application by email.
- If successful, the RANZCP will send a letter of agreement confirming the agreed Grant amount. Those who are unsuccessful in their applications will also be contacted.
- The Grant will be paid upon the applicant returning the signed Letter of Agreement.
- It is a requirement of receiving a Grant that recipients fill in a questionnaire on completion of their course or conference.

### Eligibility and Criteria:

- Grants are only available to RANZCP trainees based in Tasmania, and who remain in Tasmania for the period of the activity funded by the Grant
- Grants are only available for activities that will be completed prior to trainees gaining their Fellowship.
- Only one grant will be available per annum per trainee, and the application should be for one activity only.
- Grant recipients from previous years must have completed the Grant evaluation survey for awarded Grants prior to being eligible for another Grant.
- Educational activities must be applied for in advance of the activity commencement date. Retrospective application for activities will not be considered.

### Activities eligible for funding include:

- Workshops and conferences in mainland Australia that can be shown to be relevant to training
- Examination preparation programs
- Advanced training opportunities currently not available in Tasmania
- Private psychotherapy supervision where that is the only option available to the trainee for up to 20 hours of supervision to a maximum of \$4,000 (GST inclusive) per trainee
- Other priority activities as determined by the Working Group.
- Activities outside of Australia will be considered on a case-by-case basis.

*Please note: Reasonable costs associated with course enrolment, travel, accommodation and meal expenses (according to the [RANZCP travel and related expenses](#) guideline) for Tasmanian trainees accessing additional training opportunities are eligible for funding as part of the Grant application. Please also note that Airbnb bookings as well as other short stay platform arrangements are not supported by this Grant.*

**Activities not eligible for funding include:**

- An activity that has been funded or partially funded through another source or grant (excludes applicant's own contribution).
- Enrolment costs for Formal Education Courses (FECs) as part of the mandatory requirement of the RANZCP Fellowship Program.
- RANZCP training fees and examination/assessment fees for example, MCQ, CEQ, Scholarly Project, Psychotherapy written case etc. including associated costs such as travel/accommodation.

**Note:** Please be aware that funding for the program is limited and Grant applications should be for reasonable costs associated with accessing educational activities. Some examples of what would not be considered reasonable include:

- Meals and accommodation that are beyond the purposes of the educational activity. For example, if the meeting takes place on a Saturday morning or at a conference/workshop where food is provided, it is not reasonable to be reimbursed for meals for the remainder of the weekend.
- Many hotels include breakfast in their tariff, in which case, the RANZCP would not reimburse breakfast outside of the hotel.

In addition, whilst the RANZCP is providing financial support for your Activities, please note that you are attending the Activities as a personal attendee/delegate. Please consider any potential risks associated with physical attendance at your Activities which may include the possibility of border closures or other travel restrictions being imposed at short notice by governments, or a requirement to quarantine or self-isolate, and ensure you have received authorisation from your place of employment to attend the Activities in person. The RANZCP will undertake its best endeavors to assist you in such an instance, however, will not be liable for any loss or damages caused by events beyond the RANZCP's control, or for additional costs that you may incur.

**Standardised rates for travel (if applicable):**

Please note the estimated cost breakdown within your application cannot exceed the standardised rates, as per the [RANZCP travel and related expenses](#).

- Accommodation (RANZCP per diem):
  - Australia-wide \$A400.00
- Meals:
  - Breakfast \$A35.00
  - Lunch \$A37.00
  - Dinner \$A88.00
- Mileage rates: \$A0.78 per km

Interstate or regional flights: economy class that includes meals and checked-in baggage (up to Qantas Red e-deal, Virgin 'Elevate' or JetStar 'Starter Plus').

It is expected that applicants should only apply for accommodation and meals where it is not reasonable or practical to travel on the same day. If travel is listed as an expense in the application, justification should be provided as to why it is required.

**Assessment of applications:**

The applications will be assessed by members of the Working Group. Assessments will be based on the applicants' responses regarding the proposed activities for which funding has been requested, meeting the eligibility criteria of the guidelines and suitability of the activity for which funding has been requested.

**How to claim funds:**

Successful applicants will receive Grant funds in their nominated bank account following the return of a signed Letter of Agreement.

**Spending the Grant:**

- The Grant must only be spent on course fees, travel and accommodation costs approved by the RANZCP and as outlined in the Letter of Agreement. The RANZCP may by notice request repayment of any amount of the Grant where it reasonably believes you have not complied with the Letter of Agreement, including failure to complete proposed activities.
- The Awardee is responsible for arranging all enrolments, travel and accommodation bookings.
- The Awardee must maintain and keep financial accounts and records (invoices/receipts) relating to the Activities for a minimum of five years as required by the Australian Taxation Office.
- The Awardee must complete and submit an online questionnaire about all Activities listed on the Letter of Agreement within 30 days of completion of the final activity. The questionnaire will be provided by the RANZCP. The Awardee must complete and submit the questionnaire to be eligible for a Grant under this initiative in future years.

**Proof of expenditure:**

Awardees will need to retain proof of expenditure for the Grant. This may include:

- receipts of expenses including travel, accommodation and meals
- proof of involvement in the approved activity, such as course enrolment
- any other evidence as requested by the fund's manager

**Further information**

Please contact Karen Bevis on 03 6235 1802 or [Karen.bevis@ranzcp.org](mailto:Karen.bevis@ranzcp.org) should you have any questions or queries.

*The RANZCP has received Australian Government funding under the Specialist Training Program for this initiative.*