

# Exam Preparation Grants for Aboriginal and Torres Strait Islander trainees

2020 Guidelines



## 2020 Exam Preparation Grants for Aboriginal and Torres Strait Islander Trainees

Aboriginal and Torres Strait Islander RANZCP trainees can apply for a Grant of up to \$3,000 to support reasonable costs associated with an exam preparation program during 2020. The objective of this program is to increase support for Aboriginal and Torres Strait Islander RANZCP trainees on their pathway to Fellowship.

### Application process:

- Complete the [Exam Preparation Grant application form](#), acknowledging acceptance of these Guidelines of the program.
- Only one exam preparation program for each exam type may be applied for per application form.
- One Grant per year will be allocated to successful trainees (applicants). Additional applications may be considered for trainees who have had an unsuccessful result after sitting the exam they are requesting support for.
- Obtain a letter of support from your supervisor if the program you are applying for will require you to take leave.
- The College will review the application and notify the applicant of the outcome of their application by email.
- If successful, the College will send a Letter of Agreement confirming the agreed Grant amount.
- The Grant will be paid upon the applicant returning the signed Letter of Agreement.
- It is a requirement of receiving a Grant that recipients provide evidence of attendance to the chosen exam preparation program and that they fill in an evaluation survey provided by the College.

### Key dates

- Applications are subject to the availability of Grant funding and should the allocation be exhausted, the RANZCP reserves the right to close applications.
- For 2020 Grants, the exam preparation program must be completed prior to 31 December 2020.

### Eligibility:

- Grants are only available to Aboriginal and/or Torres Strait Islander RANZCP trainees.
- Grants are only available for activities that will be completed prior to trainees gaining their Fellowship.
- Previous grant recipients must fill in the grant evaluation survey for completed grants prior to being eligible for another grant.

### Activities eligible for funding include:

- Courses, workshops, 1-1 coaching and online programs that will support exam preparation.
- Reasonable costs associated with course enrolment, travel, accommodation and meal expenses (according to the [RANZCP travel policy](#)) for the applicant to access exam preparation opportunities within Australia.
- Activities in New Zealand will be considered on a case-by-case basis.
- Activities must be applied for in advance of the activity commencement date. Retrospective application for courses will not be considered.

**Note:** Please be aware that funding for the program is limited and grant applications should be for reasonable costs associated with accessing the exam preparation program. 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 College would not reimburse breakfast outside of the hotel.
- An activity that has been funded or partially-funded through another source or grant.

**Standardised rates (if applicable):**

Please note the estimated cost breakdown within your application cannot exceed the [College standardised rates](#).

It is expected that applicants should only apply for accommodation and meals where it is reasonable or impractical 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 Specialist Training Program (STP) Committee. Assessments will be based on the applicants' responses regarding the proposed activities for which funding has been requested.

**How to claim funds:**

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

**Spending the Grant:**

- 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 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 must submit evidence of attendance to the chosen exam preparation program to the RANZCP within 30 days of the final activity.
- The Awardee must complete and submit an online evaluation survey (to be provided by the RANZCP) once all activities listed in the application are completed. The Awardee must complete and submit the evaluation survey to be eligible for a grant under this initiative in the future.

**Proof of expenditure:**

Awardees must retain proof of expenditure for the Grant. Awardees may be requested to provide proof of expenditure at any point. 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 the STP team on 03 9601 4988 or [stp@ranzcp.org](mailto:stp@ranzcp.org) should you have any questions or queries.

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