



ANZSPM RURAL & REMOTE TRAVEL GRANT

GUIDELINES and TERMS & CONDITIONS

1. Purpose

The Australian and New Zealand Society of Palliative Medicine (“ANZSPM”) Rural & Remote Travel Grant is established to promote professional education and training for ANZSPM Members in rural and remote locations and to foster excellence in rural and remote practice in Australia and New Zealand.

The grant provides financial support to successful applicants to attend a major ANZSPM educational event. Financial support offered by ANZSPM under the grant may be for *full or partial funding* of the eligible costs of attendance as described in these guidelines (at 4. Use of Funds), at ANZSPM’s discretion.

2. Eligibility

- Applicants must be current financial members of ANZSPM both at the time of application and at the time of the relevant ANZSPM educational event towards which the funds are to be applied.
- Applicants must be currently working or residing in a rural or remote location in Australia or New Zealand. Rural or remote locations are areas outside Australian or New Zealand major cities.
- Applicants must demonstrate financial need (for example, inability to access funding from an employer) and/or barriers to attending the relevant event due to remoteness of location, professional isolation or remote workforce issues.

3. Scope of grant

- The total pool of available funds for the ANZSPM Rural & Remote Travel Grant in each financial year will be notified to members when the grant application process opens each year. This amount may be increased during a financial year at the discretion of ANZSPM.
- The total value of an individual grant awarded to a successful applicant will be determined at ANZSPM’s discretion having regard to all applications received as part of the application process and the merit of each application and the information provided in it.

4. Use of funds

- The funds must be used for the purpose of attending the ANZSPM Biennial Conference, the ANZSPM Medical & Surgical Update for Palliative Medicine, or the ANZSPM Aotearoa Annual Education Update (“ANZSPM Event”).

- Funds may only be used towards the costs of travel (within Australia and New Zealand only), accommodation and/or ANZSPM Event registration (not otherwise covered by an employer or allowance) up to the total amount of support awarded under the individual grant.
- Applicants may only be awarded the travel grant once.

4. Application process

- Applications must be made using the ANZSPM Rural & Remote Travel Grant Application Form. The completed application form should be forwarded to ANZSPM by email to: info@anzspm.org.au by the closing date and time notified by ANZSPM.
- Applications are subject to a competitive process and will be assessed by ANZSPM and awarded at ANZSPM's sole discretion. ANZSPM reserves the right not to award the grant if all applicants are found to be unsuitable.
- All applicants will be notified in writing whether their application has been successful or otherwise.
- The grant recipient/s will be eligible to claim reimbursement for travel costs incurred in attending the nominated ANZSPM Event **up to an agreed value in Australian Dollars** and subject to submitting valid tax receipts. The grant recipient/s may request assistance from the ANZSPM office to make travel arrangements on their behalf up to the agreed value of the grant, rather than submitting a claim for reimbursement after the expense is incurred.
- The opening of applications for the grant and information on how and when to apply will be advertised via ANZSPM's standard communication channels. This may include the ANZSPM website, member email, the ANZSPM newsletter and/or across social media platforms.

5. Responsibility of the grant recipient

- Grant recipient/s are responsible for ensuring they satisfy any formal requirements to travel, including passport or visa requirements if applicable.
- Grant recipient/s will be responsible for any food and drink costs not included in a conference registration fee.
- Grant recipient/s will be invited to provide a written testimonial outlining how the award supported their learning and professional development in the field of palliative medicine, for use in ANZSPM promotion and communication.

Date of last review: 5 December 2019