

Grant Form

HUMANITARIAN WORK



Definition of humanitarian work:

“When a person is devoted to promoting the welfare of humanity, especially through the elimination of pain and suffering, usually in a voluntary capacity.”

The purpose of the Guidelines on Sponsorship of Members Engaged in Humanitarian Works is to provide the NSW OTA Executive with criteria to evaluate sponsorship applications.

The Guidelines on Sponsorship of Members Engaged in Humanitarian Works applies to applications by NSW OTA members seeking sponsorship from NSW OTA for support in undertaking humanitarian works either alone or as part of a not-for-profit organisation.

ELIGIBILITY CRITERIA

- Applicant/s must have been full financial member/s of the NSW OTA for at least two consecutive years.
- Only completed applications will be considered
- Applications must be in writing stating the focus/scope of the humanitarian work. The member/s must state if they are undertaking the work alone or as part of a not-for-profit group/organisation.
- The applicant must provide proof of role/involvement in the humanitarian work.
- The applicant must provide information regarding other sponsorship applications and/or fund raising activities undertaken/planned.
- Applications must be received no later than 3 months prior to the date of the commencement of the work to be undertaken.
- Applicants must have the written support of another financial member of the NSW OTA.
- Once endorsed, the application is forwarded to

the Honorary Secretary for consideration at the first NSW OTA Inc. Executive meeting following receipt of the application.

- Applicants will be notified in writing of the result of their application.
- The applicant may not apply for any further financial support for a 2 year period following successful application.

SUBMISSION OF REPORT FOLLOWING COMPLETION OF HUMANITARIAN WORK

- The applicant/s must agree to present a report to the NSW OTA regarding the work supported by the sponsorship.
- Reports must be submitted to the NSW OTA Honorary Secretary within three months of the completion of the humanitarian work.
- Failure to submit a report will result in the NSW OTA seeking the return of the humanitarian grant monies and future education grant applications will not be considered.
- Should be approximately 1000 words in length.
- Reports will be submitted in electronic and hard copy formats (see *ACORN guidelines for publication*) in the *ACORN Journal or Suite Talk Publication* of the report will be at the discretion of the Editor.
- This report may form the basis of a presentation at the NSW OTA Inc. Annual Conference/ Profesional day/s and/or may be published in the *ACORN Journal*, *Suite Talk* and/or the NSW OTA Inc. website.



**BEFORE SUBMITTING YOUR APPLICATION, CHECK YOU
HAVE PROVIDED THE FOLLOWING**

Proof of current and continuous full membership of the NSW OTA Inc. for the past two years. This must include:

- A photocopy of your NSW OTA membership card

OR

- Receipt from annual renewal

Curriculum vitae or professional portfolio

Outline of humanitarian work to be undertaken

APPLICATION FORM



Name

Address

Telephone

H

W

M

Email

Place of employment

Position

Length of time as a perioperative nurse

Length of time as a NSW OTA member

Name of Humanitarian work to be undertaken

Attach additional information on relevance of the humanitarian work to perioperative nursing.

Total amount requested

Have you applied for any other funds

Yes No

If yes, please give details

I hereby submit my application for a Research Grant from the NSW Operating Theatre Association Inc. I also undertake to furnish the Association with a typewritten report for possible publication in the ACORN journal, within three months of the completion of the humanitarian work.

Signature of Applicant

Date

We invite you to complete the application form and forward to:

Administrative Assistant
NSW OTA Inc. Secretariat
PO Box 212,
Croydon NSW 2132

Ph: (02) 97999835
Fax: (02) 97991867
Email: info@ota.org.au
Web: www.ota.org.au

Please note that applications may take up to one month to be processed.