

Grant Form

CONFERENCE PROFESSIONAL EDUCATION



CATEGORIES

State/interstate conferences:

- Funding is provided to assist with return economy airfare/bus/car/train (etc) travel and conference registration fees.
- **Closing dates:** Completed application must reach the Honorary Secretary two (2) months prior to the conference.

International conferences:

- Funding is provided to assist with return economy airfare and conference registration fees.
- **Closing dates:** Completed application must reach the Honorary Secretary two (2) months prior to the conference.

Please note that grants are dependent on available funding and number of applications received.

ELIGIBILITY CRITERIA

In order for a member of the NSW OTA to be eligible to receive a Grant from the NSW OTA you must fulfill the following criteria:

- Are currently a full member of the NSW OTA (Full members only are eligible for Grants)
- Have been a full financial member of the NSW OTA for at least two consecutive years
OR
- Are a current full member of the NSW OTA and can provide evidence of full membership of another State perioperative group, both memberships totaling a minimum of two consecutive years.
- Regular attendee and/or active member of General/

Zone or professional perioperative education.
AND

- Have not received a Conference / Professional Education Grant from the NSW OTA within the two years preceding the current grant application.
- Agree to submit a written report of the conference which may be published.

SUBMISSION OF GRANT APPLICATION

- Only completed applications received by the closing date will be considered.
- Completed applications from Zones must first be submitted to the appropriate Zone Executive for endorsement.
- Once endorsed, the application is forwarded to the Honorary Secretary for consideration at the first Executive meeting following the closing date.

FOLLOWING CONFERENCE ATTENDANCE

- Reports must be submitted to the Honorary Secretary within three months of the Conference / Professional education.
- Failure to submit a report will result in the NSW OTA seeking the return of the education grant monies. Future grant applications will not be considered.
- Reports should be approximately 1000 words.
- Reports should be submitted in a format and of a standard suitable for publishing in the ACORN journal or Suite Talk. Publication of the report will be at the discretion of the Editor.
- An electronic version of the report in Word format should be provided with a hard copy.



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

- Proof of current and continuous full membership of the NSW OTA for the past two years. This must include:
 - Photocopy of your NSW OTA membership card
 - OR*
 - Receipt from annual renewal.

- Copy of Conference / Professional education program, including registration fee

- At least two quotes outlining travel costs

- Statement of relevance and benefit of attending Conference/ professional education

- Copy of abstract if you are presenting a paper / poster

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

Conference/Professional Education to be attended

Are you presenting a paper/poster? Yes No

If yes, please give details

What do you hope to gain from attending the conference / Professional Education?

Registration cost _____

Provide details of travel cost

Total amount requested _____

Have you applied for any other funds?

Yes No

If yes, please give details

I hereby submit my application for a Conference / Professional Education Grant from the NSW Operating Theatre Association.

I also undertake to furnish the Association with a typewritten report for possible publication in the ACORN journal, within three months of the Conference / Professional education.

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.