

# Staff Scholarship Guidelines



## Conference / Workshop / Seminar Support Guidelines

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

**Incomplete applications will not be accepted**

### INTRODUCTION

The Staff Scholarship Fund from Wishlist (Sunshine Coast Health Foundation) is a funding source designed to enable any staff member from within the Sunshine Coast Hospital and Health Service (SCHHS) – full time / part time / casual – to attend conferences, workshops or seminars (including inviting speakers to the SCHHS).

### SCHOLARSHIPS AVAILABLE

#### 1. Conference Seminars and Workshop Scholarship

These scholarships are designed to assist staff in attending relevant professional conferences, seminars and workshops. Staff are invited to apply with four rounds being offered each year.

#### 2. Academic Staff Scholarships

The Academic Scholarships are Annual Scholarships to apply for financial support to participate in relevant Undergraduate or Post Graduate studies offered through university or the VET sector complete Study / Education Application Kit). These scholarships are designed to assist staff undertake study or research and attend relevant study tours. They are only offered once a year and coincide with Round Two of the Staff Scholarship Round. Please note that a different form needs to be completed if applying for an Academic Scholarship.

The Academic scholarship also includes the “Mike Kelly” Educational Bursary (awarded annually) valued up to \$5,000.00 and an additional \$10,000.00 for Post and Undergraduate Scholarships. Staff are invited to apply via the Academic Staff Scholarship round. One successful applicant will be awarded the Mike Kelly Bursary.

### HOW DO I FIND OUT ABOUT CONFERENCES / WORKSHOPS / SEMINARS?

- Speak to your supervisor
- Access notice boards in your work area and other areas of the Hospital, Community Health Centre etc
- Look in professional journals
- Speak to an Educator or staff in ODU
- Surf the internet
- Look in the newspaper
- Check out the SCHHS library and local council libraries

### WHERE DOES THE FUNDING COME FROM?

Wishlist (Sunshine Coast Health Foundation) provides the funding on an annual basis.

## HOW OFTEN IS THE STAFF SCHOLARSHIP FUND (CONFERENCE / WORKSHOP / SEMINAR) AVAILABLE?

There are four rounds for conference / workshop / seminar funding available each year.

## WHEN CAN I APPLY?

Applications for funds will be called between two and three months prior to distribution.

The funding round schedule for 2021-2022 is:

<b>Round 1</b>	Opens	01/07/21	Closes	21/08/21	CLOSED	Applicants notified by 26 October 2021
<b>Round 2</b>	Closed	01/10/21	Closes	13/12/21	OPEN	Applicants notified by 22 February 2022
<b>Round 3</b>	Opens	10/01/22	Closes	28/02/22	OPEN	Applicants notified by 26 April 2022
<b>Round 4</b>	Opens	01/03/22	Closes	18/04/22	OPEN	Applicants notified by 28 June 2022

## WHAT IS THE PROCESS FOR DETERMINING WHO WILL RECEIVE FUNDING AND HOW MUCH?

- A multi-disciplinary sub-committee reviews all applications.
- Each application is assessed against the criteria in the application form including the information provided by your cost centre manager / supervisor / or head of division.
- Subsidy is allocated based on the number of applications received, how well the application meets the criteria and the level of support from your supervisor. It should be noted that this is a "subsidy" scheme and full funding may not be granted.

## WHAT HAPPENS THEN?

These recommendations are then forwarded to the Wishlist Board for final approval. When final approval is received applicants will be notified via work email. This process may take approximately 1 – 2 months after the closing date.

To obtain funds applicants must fill out an electronic payment form with bank details, made available once funding has been approved or notify Wishlist to pay course provider directly. Please ensure correct payee details are submitted along with bank details if you prefer to have the funds transferred to your account. **Payments can only be made on receipts provided.** Please note funds must be resumed **within 3 months** from receipt of successful letter.

## IS THERE ANYTHING THAT WON'T BE FUNDED?

- Courses which are being run as Organisational Development
- Hardware
- Salary costs or backfill
- Funds are not available for pre-existing HECS fees
- Provision of a Fleet vehicle (this must be negotiated directly with the Fleet Manager, separate from this application)

## WHAT IS THE MAXIMUM AMOUNT OF SUBSIDY I MIGHT RECEIVE?

The maximum grant per individual application will be up to \$1000.00 (annually reviewed).

**The Selection Panel reserves the right to vary the level of assistance provided.**

If subsidy funding is being sought for more than one course / workshop / seminar, these should be submitted on separate applications.

## DO I NEED TO SEND ANYTHING WITH THE APPLICATION PACKAGE?

You will need to attach all available information about the support you are requesting. Please ensure this information is relevant and concise. The information could include:

- Brochure / Flyer from facility conducting the conference / workshop / seminar
- Details of conference / workshop / seminar
- Proposals (ie research proposal)
- Details as to how you have arrived at the amounts being requested if this is not clearly defined in flyers etc (ie quotations for travel and accommodation)

To support your selection criteria responses

Details of current position responsibilities

Examples of quality improvement

Examples of personal development

Examples of ways you have or could disseminate knowledge

Ways in which previous conference / workshop / seminar assistance has been disseminated throughout your unit / the organisation

Letters of recommendation / support from other team members, peers or supervisors supporting this application and indicating its relevance to the selection criteria (in addition to the information requested in this application package)

Attach any documentation you feel may assist the selection panel in reviewing your application to make an informed decision. **Please keep supporting information relevant and concise.**

### **IS THERE ANYTHING ELSE TO CONSIDER?**

Applicants need to apply using the on-line application available on Wishlist website, [www.wishlist.org.au](http://www.wishlist.org.au) and upload any supporting documentation. Please note the items listed above that may comprise supporting documentation. Incomplete applications received after the closing date will not be supported. **Please ensure that you submit the an application in the current round, as applications based on previous funding rounds cannot be considered.**

### **WHERE DO I RECEIVE FURTHER INFORMATION?**

Read the package carefully. Talk to your supervisor. If you still have unanswered questions you may direct them to Wishlist on 5202 1777

### **CRITERIA FOR SUPPORT**

Funding will be allocated in line with application merit as assessed by the panel against selection criteria, organisational priorities and funding available.

**No negotiation or correspondence will be entered into regarding the decision of the panel.**

### **LEAVE**

Accessing paid leave to attend the approved study will be at the discretion of your Cost Centre Manager / Supervisor, and this should be negotiated with the relevant Cost Centre Manager / Supervisor prior to application. Indication of access to leave must be included with application. If paid leave is not sought, or is sought and not supported, by the Cost Centre Manager / Supervisor indication should be made as to alternative arrangements that may be put in place. (ie completion in own time, leave without pay, annual or long service leave).

### **NOTIFICATION**

#### **SUCCESSFUL APPLICATIONS - FUNDS**

You will receive notification of receipt of your application via the email. Please ensure you retain the Receipt number in case you need to contact Wishlist. If you do not receive notification you must assume it has not been received. In this case please contact Wishlist 5202 1777.

Funds will be made available via EFT payments to your nominated bank account or directly to the workshop, conference seminar or facilitator. Please note if you require reimbursement of fees, receipts must be provided before funds will be made available. Please note funds must be resumed **within 3 months** from receipt of successful letter.

By completing this application form you are giving Wishlist permission to use your name and the amount granted towards your training for promotional purposes, including Wishlist website.

**All applications must be completed via the link on the Wishlist website [www.wishlist.org.au](http://www.wishlist.org.au), only online applications can be accepted. If you experience any issues submitting application please contact Wishlist on (07) 5202 1777.**