

INSTRUCTIONS FOR APPLICANTS

This information applies to applicants who work in South Eastern Sydney Local Health District (SESLHD) services. Applicants must show how the training or conference they are seeking funding for aligns with: (1) the strategic priorities of current NSW HIV/AIDS, STI, and Viral Hepatitis Strategies; and, (2) their position within their workplace.

AM I ELIGIBLE TO APPLY?

TO BE ELIGIBLE YOU MUST MEET THE FOLLOWING CRITERIA:

- » Work in hepatitis, HIV or sexual health, including professional care in community or inpatient settings, volunteer support, education or prevention services; or, work in an area of health or welfare where you need knowledge or skills in hepatitis, HIV or sexual health to carry out your duties;
- » Be a junior medical officer, allied health, nursing or health education professional;
- » Be applying to attend a hepatitis, HIV, or sexual health relevant course or conference within Australia;
- » Have approval from your line manager; and,
- » Not have received a WDP grant in the current financial year.

IF APPLYING TO ATTEND A CONFERENCE, YOU MUST ALSO:

- » Be presenting the accepted abstract at the conference.

WHAT IS COVERED BY THE GRANT?

All or part of the fee for the training course or conference registration. Partial funding from your employer will be considered favourably

WHAT IS NOT COVERED BY THE GRANT?

- » Other expenses such as travel, accommodation, meal allowances, and staff backfill;
- » Activities which form part of your organisation's normal in- service training or staff development;
- » Training that can be funded through other sources;
- » Tertiary courses;
- » Research; and,
- » Retrospective applications.

HOW WILL COSTS BE REIMBURSED?

The WDP will reimburse costs to the Cost Centre nominated on the grant application form (after receipt of confirmation of payment).

Do not arrange payment for the course/conference until you have been notified of the outcome of your application.

WHAT IS SELECTION BASED ON?

THE COMMITTEE WILL CONSIDER APPLICATIONS BASED ON:

- » How the training or conference aligns with the strategic priorities of current strategies in HIV/AIDS, STI, and viral hepatitis;
- » Relevance of the training or conference to the applicant's position;
- » How knowledge gained will enhance your work and be shared with colleagues;
- » Size and capacity of the applicant's organisation;
- » Previous WDP grants awarded to the applicant; and,
- » Availability of resources.

HOW DO I APPLY?

1. Discuss your application with your manager;
2. Complete the grant application form (this form is fillable and must be completed electronically);
3. Compile the relevant supporting documentation (abstract and acceptance notification for conferences);
4. Combine the application form and supporting documentation into a single PDF file; and,
5. Email to: SESLHD-HARPWDPGrants@health.nsw.gov.au

IF I AM SUCCESSFUL, WHAT DO I DO NEXT?

1. Enrol in the course or register for the conference;
2. Finalise payment through your service's finance department using the Cost Centre nominated on your application form;
3. Email confirmation of the payment (i.e. a screenshot of the Oracle transaction) to: SESLHD-HARPWDPGrants@health.nsw.gov.au

The WDP will reimburse costs to the Cost Centre nominated on the grant application form (after receipt of confirmation of payment).

Please send confirmation of payment as soon as possible after it has been made.

Note: Grants are not transferable to other persons, courses or conferences.