



OPERATING ROOM NURSES ASSOCIATION
of WESTERN AUSTRALIA (INC)

P.O.BOX 1370, BOORAGOON, WESTERN AUSTRALIA, 6954
ABN 96 661 183 352



GUIDELINES FOR FINANCIAL ASSISTANCE GRANTS

The Operating Room Nurses Association of Western Australia (Inc) (ORNA WA) believes that Perioperative Nurses should be encouraged to further their professional development by undertaking relevant courses, educational projects and attending State and National Conferences. These activities should benefit both the individual and perioperative nursing in Western Australia. This encouragement will be given by making available financial support from ORNA WA funds.

1. PURPOSE OF FINANCIAL ASSISTANCE GRANT

The purpose of the financial assistance grant is to enable successful applicants the opportunity to gain further education in an area of interest which is relevant to both the applicant and perioperative nursing.

2. ELIGIBILITY FOR THE FINANCIAL ASSISTANCE GRANT

Grants will be considered and awarded to Registered and Enrolled Nurses who fit the following criteria:

- a) Be a Full or Honorary Members of ORNA WA and shall have been employed as a perioperative nurse for a period of one (1) year prior to the application for funds.
- b) Have been a member of ORNA WA for a minimum of twelve (12) months prior to the application for funds.
- c) Be a resident of Western Australia and provide proof of registration and home address.
- d) Applicants shall submit information about any application for funding from an alternative source/s for the same purpose. This shall be taken into account when the application is processed.
- e) Have not been in receipt of a financial assistance grant from ORNA WA for the preceding two years.

3. AVAILABILITY OF FINANCIAL ASSISTANCE GRANTS

The ORNA WA Financial Assistance Grants may be awarded up to and including the following amounts:

- Local and State education \$1000
- Interstate Education \$2000
- Overseas Education \$3000

4. GENERAL GUIDELINES

- a) An outline of the proposed educational program shall be submitted with the Application Form.
- b) A proposed costing for the educational program including travel costs if required shall be submitted with the Application Form.
- c) Applicants shall submit information about any application for funding from an alternative source/s for the same purpose. This shall be taken into account during the application process
- d) The recipient of an ORNA WA grant shall, at the discretion of the Executive Committee, present a written summary/report and/or oral presentation to ORNA WA

5. SELECTION PROCESS

- a) Applications will be addressed at the first Executive Meeting after receipt of application
- b) The Financial Assistance Grant will be considered by members of the Executive Committee
- c) Applicants will be notified of outcome, within two weeks of the Executive meeting
- d) The Financial Assistance Grant will be expected to be taken within six (6) months of receiving the award
- e) The decision of the executive committee shall be final and binding on all matters

6. REPORTS

The successful applicant shall:

- a) Provide a written report covering the area of education undertaken within six (6) weeks of its conclusion.
- b) Present their report at an education session or conference at the discretion of the Executive Committee

7. PUBLICATION

Grant recipients shall retain copyright of all papers and reports submitted to ORNA however must acknowledge ORNA WA.

8. FINANCE

- a) The applicant shall submit a full statement of proposed expenditure for the anticipated educational program
- b) Expenses incurred in excess of the proposed grant shall be the responsibility of the applicant.
- c) ORNA reserves the right to cancel the grant and receive full refund of any monies given should the recipient fail to pursue or fulfil the purpose for which the grant is awarded.

9. APPLICATION FORMS and GUIDELINES

- a) May be obtained from the Secretary of ORNA WA or on-line at ornawa.org
- b) Completed forms, together with all supporting documentation, shall be submitted to the Secretary.
- c) All applications must be mailed to:

Operating Room Nurses Association of Western Australia
PO Box 1370
BOORAGOON WA 6954

Or

E-mailed to: enquiries@ornawa.org

10. OTHER FUNDING

- a) It is a condition of this grant that you inform ORNA WA at any time if you receive funding from any other source for the proposed project or education activity that outweighs the total cost required.