

For attendance at an international, national or local conference, seminar, workshop or other professional development activity for pharmacists.

APPLICATION INFORMATION

- Important dates:
 - Mid year round of funding: applications open 1 March; applications close 1 May
 - End of year round of funding: applications open 1 September; applications close 1 November
 - Applications submitted after the closing date may be held for consideration in the next round of funding.
 - Maximum amount for any one Development and Education Grant is \$2,500.
-

AIM

The Pharmacy Council of New South Wales offers Development and Education Grants to provide pharmacists practising in NSW and pharmacy students with professional development opportunities in accordance with the *Health Practitioner Regulation National Law (NSW)* (“Law”).

The Law limits expenditure of the Council’s education and research funds to purposes relating to education and research about issues relevant to the health, performance and conduct of pharmacists or pharmacy students.

Development and Education Grants are intended to support attendance at an international, national or local conference, seminar, workshop or other professional development activity. Development and Education Grants funding is not intended for pharmacists wishing to complete a higher degree in pharmacy.

An Education and Research Committee established by the Council will assess all applications. The Committee will recommend funding, however, final approval remains with the Council.

Applications will be assessed on merit and relevance to the purposes of the Law. The Council’s decision is final and no correspondence will be entered into regarding its decision.

ELIGIBILITY

Development and Education Grants are made to pharmacists who hold current registration with AHPRA and whose principal place of practice is in NSW. Development and Education Grants are awarded to a specific individual and are not transferable.

Applicants will not be eligible if they have received a Development and Education Grant from the Council within the past 5 years.

Applicants must provide details of current applications for Development and Education Grants from other sources that relate to this application.

FUNDING AVAILABLE

The maximum amount for any one Development and Education Grant is \$2,500.

PHARMACY COUNCIL OF NEW SOUTH WALES

Education & Research - Development & Education Grant Guidelines

PRIORITY AREAS

Applications within the nominated priority areas are strongly encouraged. The current priority areas are:

- (a) pharmacists who work in rural and remote areas;
- (b) pharmacists who do not have access to alternative funding sources e.g. university travel grants.

IMPORTANT DATES

Mid year round of funding: applications open 1 March; applications close 1 May

End of year round of funding: applications open 1 September; applications close 1 November

Applications submitted after the closing date may be held for consideration in the next round of funding.

APPLICATION PROCESS

- (a) Applications for Development and Education Grants must be made on the current form which may be downloaded from the Council's website www.pharmacycouncil.nsw.gov.au
- (b) All applications must be accompanied by the documents listed in the application form. Incomplete applications will not be considered and will be returned to the applicant. Documents to be provided include the following:
 - i. a current *Curriculum Vitae* outlining academic qualifications, professional experience and the names and contact details of two referees.
 - ii. a statement outlining what the applicant wishes to obtain from their participation in the proposed activity, how involvement in the activity will benefit the applicant and/or the public, how the activity relates to issues of health, performance and conduct of pharmacists or pharmacy students, and how the applicant plans to disseminate knowledge gained as a result of participation.
 - iii. an itemised account of costs and proposed expenditure including registration, travel and accommodation costs. Claims for accommodation, travel by air, rail, bus etc. are to be supported by the inclusion of a written quotation from two (2) accredited travel agents. Where expenses include travel by car, the size of the car engine is required in cc's, together with details of the journey to be undertaken, and the number of kilometres to be travelled. Travel insurance will not be paid by the Council. Successful Grant recipients will also be required to provide to the Council all original receipts related to this activity as evidence of expenditure of Grant monies.
 - iv. brochure or flyer of the proposed conference/seminar/workshop. Applicants who are requesting support for a professional development activity other than an organised conference, seminar or workshop must furnish a timetable. This timetable should include dates of commencement and completion, and a program for each day of the activity naming the facility to be visited, objectives of the visit and length of time to be spent in the area. Evidence of confirmation of arrangements, such as correspondence from the institutions, is required.
 - v. statement by their employer confirming that approval has been given for the applicant to attend the activity should funding be awarded.
- (c) Applications must be provided to the Council electronically via email and one (1) hard copy either posted to the Council's address or hand delivered (see "Submission of Applications" for details).
- (d) Applications submitted after the closing date may be held for consideration in the next round of funding.

PHARMACY COUNCIL OF NEW SOUTH WALES

Education & Research - Development & Education Grant Guidelines

- (e) All pages of the application should be numbered and the application form placed on top of all other documents.

SELECTION AND APPROVAL PROCESS

An Education and Research Committee comprising Council and independent members will review all applications. The Education and Research Committee recommends funding, however, final approval and authorisation of funding payment remains with the Council. Grants are awarded on merit and relevance to the objectives of the Law. The Council's decision regarding the awarding of a Development and Education Grant is final and no correspondence will be entered into regarding the decision.

All successful applicants must complete an agreement form as supplied by the Council prior to receiving funding. Development and Education Grant monies are paid to the applicant and may not be paid to any other individual or institution. Any Development and Education Grant monies not used by the recipient, must be returned to the Council.

In the event of the cancellation of a conference, course, or a component of a professional development activity, the recipient of a Development and Education Grant must not proceed with an amended program but must notify the Council and await advice.

REPORTING REQUIREMENTS

A condition of Development and Education Grant funding is that the recipient must provide a report to the Council following attendance at the conference, seminar, workshop or other professional development activity.

The report must be electronically submitted by email to mail@pharmacycouncil.nsw.gov.au within one month of attendance at the activity.

The report must be a minimum of 1000 words and be presented using the following headings;

1. The most significant features/papers of the conference, seminar, workshop or other professional development activity.
2. Relevance of the activity to issues relating to the health, performance and conduct of pharmacists or pharmacy students.
3. Ideas, strategies, procedures etc which could be introduced in NSW.
4. Benefits of informal interchanges with other participants at the activity.
5. Evaluation of your experiences derived from attendance.
6. Assessment of whether the objectives of your attendance were met.
7. Details as to how you have disseminated information or knowledge gained through your attendance, and any further plans you may have in this regard.

Grant recipients who fail to submit a report will not be eligible for future grants funding and may be required to refund part or all of the grant.

PHARMACY COUNCIL OF NEW SOUTH WALES

Education & Research - Development & Education Grant Guidelines

INCOME TAX REQUIREMENTS RELATING TO DEVELOPMENT FUNDS

It is unlikely that you will be registered for GST in the capacity for which you receive a Development and Education Grant payment. Where this is the case, no GST is payable on your Development and Education Grant. However, where you are not registered for GST, you may still be subject to Pay As You Go withholding tax at a rate of 48.5% unless you provide a completed, signed "Statement by a Supplier" form indicating that the payment you are receiving is of a private and domestic nature.

If you are registered for GST in the capacity for which you receive Grants funding, then the obligations you enter into will be considered a taxable supply. This means that you will have to pay GST on the Grant monies you receive. Where this is the case, the Development and Education Grant will be increased to cover your GST liability. However, the Council will require you to provide it with a tax invoice or enter into an agreement for the Council to issue a recipient created tax invoice. Provided you have advised us of your ABN on your application there is no requirement for withholding tax to be deducted from your payment.

If you are registered for GST and have any queries regarding GST impacts on your Development and Education Grant, you should contact your tax advisor or the Australian Taxation Office.

Applications are to be forwarded to the Pharmacy Council of NSW by the nominated closing date:

SUBMISSION OF APPLICATIONS

Applications are to be forwarded to the Pharmacy Council of NSW by the nominated closing date:

Post to:

The Secretariat
Pharmacy Council of NSW
Locked Mail Bag 20
HAYMARKET NSW 1238

Hand delivery to:

Pharmacy Council of NSW
Health Professional Councils Authority
Level 6, 477 Pitt Street
SYDNEY NSW 1238

Email: mail@pharmacycouncil.nsw.gov.au

Application forms and guidelines can be found on the Council's website:

www.pharmacycouncil.nsw.gov.au