



SAON Grant Application Information

Supporting SAON philosophy of promoting excellence and a high standard of orthopaedic nursing practice and care delivery; financial grants are available for attendance to state, national and international conferences, seminars, and workshops (where there is a direct relevance to orthopaedic nursing practice).

Funds Available:

Grants will be awarded up to the following maximum value:

- Intrastate: conferences / seminar /workshops - \$290
- Interstate: conferences / seminar /workshops - \$580
- Overseas: conferences / seminar /workshops - \$1160

The total amount available for grants will be based on 7.5% of SAON previous FY total balance (Financial Year Treasure Report available at AGM)

- Where number of membership applications will exhaust this amount identified above funding allocation will be based on the principle of *Just Distribution* to ensure allocation is considered fair and equitable
- It is recommended members attempt to seek
 - i. Early bird registration
 - ii. Shared accommodation where possible
 - iii. Discounted flights

Who can Apply?

Financial SAON members who meet the relevant qualify periods are eligible to apply

Qualifying Periods:

Grants are available to members who have been a member for 12 months from date of receipted membership

Where a member has elected to suspend payments (ie during a period of extended unpaid leave) and has notified the SAON Treasurer a 3-month requalification period will apply for the date of recommencing membership payments.

Once a 3-year consecutive tally of \$2,500 has been reached a member must undergo a requalifying period of two (2) years (during which time the member remains financial) to requalify



Grant Allocation Guidelines / Principles:

- Application of grants will be assessed by the SAON committee based on the relevance and merit of the individual application including:
 - a. Length of SAON membership
 - b. Quality of application
 - i. Clearly identified outlines, aims, objectives and implications for orthopaedic nursing
 - c. Relevance of conference / seminar /workshop to current position
 - d. Relevance to orthopaedic nursing practice
 - e. Special consideration will be given to SAON members who are presenting papers or posters
 - f. Total grant numbers for the financial year
 - g. SAON Committee members applying for grants will not be part of the decisions regarding those applications

- Application of consecutive grants will be assessed by the SAON committee based on the above criteria and:
 - a. Previous grant applications
 - i. Timing, amount, feedback of learnings to orthopaedic community

- The Secretary and Treasurer will maintain records of grant applications and allocations.
 - a. These records will include SAON membership details, conferences/seminars information and dates, and details of the amounts awarded to the SAON member.
 - b. These records will be presented in the AGM Treasurer's report

- All member applications are to include invoices for expenses (registration, travel, accommodation)

- Applications are to include how learnings from attendance to conference / seminar /workshop will be disseminated to the orthopaedic nursing community (ie In-service presentations, SAON meetings, newsletter, forums)

- Successful applicants will submit written report for inclusion in the SAON newsletter within one month of the event



- Applications to attend SAON Workshop and seminars will not be considered as members are already offered discounted registration.
- Grants for tertiary study fees will not be considered
- Applicants submitted retrospectively to the conference / seminar /workshop will not be considered

Grant Allocation Process:

- Members to complete the SAON Grant Application form
- Applicants are requested to submit prior to SAON committee meetings (as per dates on website) to facilitate timely decision making
- Applications will be review by SAON committee and ratified at committee meetings and documented in meeting minutes
- The decision of the SAON committee will be forwarded to the applicant via email
- Decisions by the committee will be made in accordance with the grant allocation criteria supported by SAON's philosophy of promoting excellence and a high standard of orthopaedic nursing practice and care delivery along with a *Just Distribution Theory*
- SAON Committee reserves the right to vary the above criteria as the need arises
- Review of Grant Application Information will occur biennial by the SAON President, Treasure and other delegates
- On the years SAON hosts the ANZONA Conference closing date for grants applications will be announced at the AGM of the conference year.

Non-attendance to funded event:

There is an expectation that if a member does not attend the stated workshop / seminar / conference (where SAON grant funds have been provided) the member will return grant funds to SAON, within one months of event date.