



Grants for VPNG members to attend the biennial Victorian Perioperative Nurses Group (VPNG) Conference are made available each year prior to the VPNG State Conference. The VPNG Conference Grant covers the cost of a full registration and are now available for VPNG members to attend the 2019 VPNG State Conference to be held on Friday 16th and Saturday 17th August at the Melbourne Convention and Exhibition Centre. The number of grants awarded will be determined by the annual budget.

Grants are drawn by random selection by the VPNG Education Subcommittee from the applications received that meet the eligibility criteria.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria to be considered:

- Registered / Enrolled Nurse with current Nursing and Midwifery Board of Australia (NMBA) registration;
- Employed in Victoria in the area of perioperative nursing (full or part time);
- Have not received a scholarship or grant from VPNG in the previous two (2) calendar years;
- Current financial member of VPNG;
- A member of VPNG for at least two (2) years immediately preceding the grant application; and
- Provide a cover letter that addresses the relevance of attendance at the VPNG State Conference to their perioperative nursing practice.
- Application form and supporting documents must be received in a **single PDF document** via email.

Applications from individuals who do not meet the eligibility criteria, or submit incomplete applications will not be considered.



CONDITIONS

Individuals who do not produce evidence of the VPNG conference registration will not be eligible for the Grant.

Payment of the grant will be made in one installment.

The successful applicant is not permitted to transfer the Grant and must use the funds to attend the Conference themselves. Failure to attend the Conference will result in all funds being returned to VPNG.

The successful applicant shall, submit a conference report to VPNG that may be published in Snippets or the ACORN Journal, that demonstrates learning outcomes and highlights of the Conference. This must be submitted within 30 days of attendance to enquiries@vpng.org.au.

APPLICATION PROCESS

A cover letter including a statement of relevance to applicant's perioperative nursing practice and evidence of VPNG Conference registration must be provided with the completed application form. Applications are accepted by email only. One electronic application with supporting documents should be emailed in a **single PDF document** to the VPNG Education Subcommittee at enquiries@vpng.org.au.

CLOSING DATE FOR APPLICATIONS

Applications must be submitted via email to enquiries@vpng.org.au by midnight of the closing date of the 28th April 2019.

FURTHER INFORMATION

If you have any questions, contact the VPNG Education Subcommittee on 1300 721 169 or email enquiries@vpng.org.au



2019 VPNG CONFERENCE GRANT APPLICATION FORM

APPLICANT'S DETAILS

First Name:

Surname:

Address:

Phone:

Mobile:

Work:

Email:

VPNG MEMBERSHIP DETAILS

Membership Number:

Years Membership:

Have you received a VPNG Scholarship or Grant in the last 2 years (please circle): Yes No

If yes, please provide details of what you received and the month/year:

OTHER FUNDING DETAILS

Have you requested or received funding from another source (eg ACORN, Hospital sponsorship) Yes No

If yes, please provide details of funding source, amount and commitment to funding body:

DECLARATION

If successful in my application, I agree to:

- Use the funds to attend the conference myself
- Submit a conference report to VPNG that may be used in Snippets or the ACORN Journal that demonstrates my learning outcomes and highlights of the Conference within 30 days of Conference attendance.

Name of Applicant:

Signature of Applicant:

Date:

CHECKLIST



**Ensure your application is complete using this checklist.
Include it in your submission in one PDF document.**

Letter, application form, supporting evidence and checklist together in one PDF document

Completed grant application form, Curriculum Vitae and signed declaration

A professional cover letter of application addressed to the VPNG Education Subcommittee which demonstrates the relevance of attendance at the VPNG State Conference to your perioperative nursing practice

ADDITIONAL SUPPORTING EVIDENCE:

Evidence of current NMBA registration

Evidence of current financial VPNG membership that demonstrates at least two (2) years membership preceding the grant application

Evidence of VPNG Conference registration