



Nurses Association of
Short Stay Facilities
Inc. WA
ABN 38 707 341 406
Not registered for GST



Guidelines for Financial Assistance Grants

The Nurses Association of Short Stay Facilities (WA) believes that nurses working in Day Procedure Facilities 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 day surgery nursing in Western Australia.

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 day surgery 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 member of NASSF and have been for 2 years.
- b) Be currently employed in a Day Procedure setting.
- 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 when the application is processed.
- d) Have not been in receipt of a financial assistance grant from NASSF WA for the preceding 2 years.

3. General Guidelines

- a) An outline of the applicant's 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 when the application is processed.
- d) A grant will not be given retrospectively unless in exceptional circumstances.

- e) The recipient of a grant shall, at the discretion of the committee, present a written report and/or oral presentation to the NASSF Committee at an Education Session or committee meeting.
- f) Reports shall be kept by NASSF WA but copyright will be retained by the grant recipient.

4. Selection Process

- a) Applications will be addressed at the first Committee Meeting after receipt of form providing all supporting documentation is received.
- b) The grant will be considered by members of the Committee.
- c) Applicant will be notified of outcome within two weeks of the meeting.
- d) The Educational Program will be expected to be completed within six months of receiving the grant.

Application forms may be obtained from the current Secretary NASSF WA or downloaded from the WA section of the Australian Day Surgery Nurses Association (ADSNA) website www.adsna.info

**Application Forms must be mailed to the Secretary
NASSF Grant Application
Alison Gateley
38 Duncan St.
Victoria Park 6100**



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Application for Financial Assistance Grant

Surname _____ MS/Mrs/Miss/Mr

Given Names _____

Address _____

Telephone H _____ M _____

I have been a financial member for _____ years.

Current Employer _____

Purpose for Grant _____

Previous Grants from NASSF _____

Funding From Other Sources/Details _____

I agree to accept the terms and conditions of this grant.

Signature of Applicant _____

Date _____

1. Please attach full details of amount of financial assistance required and costings for the same e.g. travel, accommodation, registration fee etc. Booking confirmations and/or receipts are required for flights and accommodation.
2. Please read and comply with the guidelines for Financial Assistance Grants.

OFFICE USE ONLY

Date received by Secretary_____

Membership current YES/NO

Member Since_____

Date application presented at Committee Meeting_____

Financial Grant Awarded YES/NO

If no, reason_____

Amount_____

Member notified by mail on_____

Type of report to be presented_____

Report presented or received on_____

Signature of Secretary_____

Date_____