

RANZCP Rural Educational Grants

Guidelines 2023-2025



Rural Educational Grants for Trainees in STP and PWP Funded Posts

The Royal Australian and New Zealand College of Psychiatrists (RANZCP) has received Australian Government funding under the Specialist Training Program (STP) to provide Educational Grants (Grant) of up to \$1,500 (GST inclusive) for trainees in STP funded posts (including Integrated Rural Training Pipeline (IRTP) and Tasmanian Project) and Psychiatry Workforce Program (PWP) funded posts located in rural areas.

The objective of this initiative is to increase educational support and opportunities for RANZCP trainees in STP and PWP funded posts located in rural areas on their pathway to Fellowship.

Application process:

- Complete the Rural Educational Grants application form and acknowledge acceptance of these Guidelines.
- The Australian Government Funded Training Programs (AGFTP) Committee will review the application and the RANZCP will notify the trainee (applicant) of the outcome by email.
- If successful, the RANZCP will send a Letter of Agreement confirming the Grant amount. Applicants who are unsuccessful in their applications will also be contacted by email.
- The Grant will be paid upon the applicant returning a signed Letter of Agreement.
- A Letter of Support from the trainee's supervisor is essential if leave is required to be taken to attend the activity.

Criteria:

- Applications must be received and approved whilst the applicant is in a STP or PWP funded post.
- One Grant is available per applicant per training year; the total Grant funding must not exceed \$1,500 (inclusive of any travel, accommodation and meal expenses).
- An allocation of Grant funding will be available per training rotation. Should the allocation of Grant funding be exhausted during the training rotation, applications will close early for that rotation only.
- Educational activities must be completed within the training rotation the Rural Educational Grant application was approved or the rotation immediately following. That is, if an application is approved in rotation 1, the activity must be completed in rotations 1 or 2 of the training year. If an application is approved in rotation 2, the activity must be completed in rotation 2 or rotation 1 of the following training year (except rotation 2, 2025, the final year of the program).
- In the final funding year (2025), activities must be scheduled and completed prior to 31 January 2026
- Educational activities must be completed prior to trainees gaining their RANZCP Fellowship.
- Educational activities must be applied for in advance of the activity commencement date. Retrospective applications for activities will not be considered.

Please note: The RANZCP reserves the right to close applications early should the allocations of Grant funding be exhausted.

Eligibility:

- Grants are available to RANZCP trainees in STP funded posts including IRTP, Tasmanian Project, and PWP funded posts.
Note: Tasmanian trainees should apply through the [Educational Grants for Tasmanian Trainees](#) in the first instance, and if awarded a grant, trainees will not be eligible for a Rural Educational Grant.
- Trainees are required to be based at locations between MM 2-7 as per the [Modified Monash Model \(MM\) 2019](#).
- Trainees are required to be working for at least 0.5 full-time equivalent in an MM 2–7 area within the rotation for which the application applies.
- One educational activity may be applied for per the application form.
- The terms of use of any previous grant awarded by the RANZCP must have been fully complied with.

Activities eligible for funding include:

- Completion of preparation courses including tutorage for assessments administered by the RANZCP.
- Educational lectures, workshops and seminars relating to mental health or rural health.
- Professional development courses including cultural safety training.
- Attendance at the RANZCP state-based conferences or other branch activities.

Please note: Reasonable costs associated with travel, accommodation and meal expenses (in accordance with the [RANZCP travel and related expenses](#)) for the applicant to access educational activities within Australia are eligible for funding as part of the Grant application. Please also note that Airbnb bookings as well as other short stay platform arrangements are not supported by this Grant.

Activities not eligible for funding include:

- An activity that has been funded or partially funded through another source or grant (excludes applicant's own contribution).
- An activity that is conducted outside Australia, including activities conducted online by a provider located outside Australia.
- Enrolment costs for Formal Education Courses (FECs) as part of the mandatory requirement of the RANZCP Fellowship Program.
- RANZCP training fees and examination/assessment fees for example, MCQ, CEQ, Scholarly Project, Psychotherapy written case etc. including associated costs such as travel/accommodation.

Note: Please be aware that funding for the program is limited and Grant applications should be for reasonable costs associated with accessing the educational activity. Some examples of what would not be considered reasonable include:

- Meals and accommodations that are beyond the purposes of the educational activity. For example, if the activity takes place on a Saturday morning or at a conference/workshop where food is provided, it is not reasonable to be reimbursed for meals for the remainder of the weekend.
- Many hotels include breakfast in their tariff, in which case, the RANZCP would not reimburse breakfast outside of the hotel.

In addition, whilst the RANZCP is providing financial support for your Activities, please note that you are attending the Activities as a personal attendee/delegate. Please consider any potential risks associated with physical attendance at your Activities which may include the possibility of border closures or other travel restrictions being imposed at short notice by governments, or a requirement to quarantine or self-isolate, and ensure you have received authorisation from your place of employment to attend the Activities in person. The RANZCP will undertake its best endeavors to assist you in such an instance, however, will not be liable for any loss or damages caused by events beyond the RANZCP's control, or for additional costs that you may incur.

Standardised rates for Travel (if applicable):

Please note the estimated cost breakdown within your application cannot exceed the RANZCP standardised rates, as per the [RANZCP travel and related expenses](#).

It is expected that applicants should only apply for accommodation and meals where it is reasonable or impractical to travel on the same day. If travel is listed as an expense in the application, justification should be provided as to why it is required.

Assessment of applications:

The applications will be assessed by members of the Australian Government Funded Training Programs (AGFTP) Committee. Assessments will be based on the applicants' responses, meeting the eligibility criteria of the guidelines and suitability of the activity for which funding has been requested.

How to claim funds:

Successful applicants (Awardees) will receive Grant funds in their nominated bank account following the return of a signed Letter of Agreement.

Use of Grant:

- The Awardee is responsible for arranging all enrolments, travel, and accommodation bookings.
- The Awardee must maintain and keep financial accounts and records (invoices/receipts) relating to the Activities for a minimum of five years as required by the Australian Taxation Office.
- The Awardee must submit evidence of attendance to the chosen Activities to the RANZCP within 30 days of the final activity, for example, receipts of travel expenses or proof of involvement in the approved activity, such as course enrolment or certificate of completion.
- The Awardee must complete and submit an online evaluation survey (to be provided by the RANZCP) once the Activities listed in the application are completed.
- The RANZCP may by notice request repayment of any amount of the Grant where it reasonably believes that an Awardee has not complied with the Letter of Agreement.

Further information

For further information about other support projects funded through the STP, please visit our [website](#).

Please contact the STP team on 03 9236 9110 or stp@ranzcp.org should you have any questions.

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