



AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS

ABN: 51 025 931 572

Victorian Branch

Welcome to the Scholarship Grants Program of the Victorian Branch, Australian College of Ambulance Professionals (ACAP). The Victorian Branch is resolute in its commitment to providing members with opportunities to further their professional development.

Additionally, ACAP recognizes that it has a role in actively supporting specifically its members and generally paramedics in the myriad of other activities that are from time to time organized.

Please read these instructions and the attached guidelines carefully. Complete the required forms answering all the questions and do not forget to sign the forms. Any questions relating to the Scholarship Grants Program should be directed to the 'Chair of the Grants Committee', PO Box 469, Buninyong, VIC. 3357 or e-mail secretary@vic.acap.org.au

The Grants are divided into set cash amounts. Successful recipients will not receive payment above the amount stated in the grant category except in exceptional circumstances. In the case of a Research Grant, a budget and an anticipated project completion time will need to be submitted.

Grants can be applied for at any time of year and will be considered at the next scheduled Board Meeting.

Grants will be available annually as follows:

Research	\$2000	Amount at discretion of Board
Conference Attendance	\$4000	Maximum \$500 each Application
Educational Advancement	\$3000	Maximum \$400 each Application
Special Projects	\$3000	Amount at discretion of Board

Successful applicants will be paid by cheque.

Participation in the Scholarship Grants Program is conditional in that you agree to abide by the terms and conditions set out here and any other conditions that may be set out from time to time by the Victorian Branch of the Australian College of Ambulance Professionals.

I wish to acknowledge the assistance received with the development of this program from the members of the NSW Branch executive committee.

I encourage all members to participate in this exciting program.

Tony Walker.
Chairman, ACAP (Victoria)



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SCHOLARSHIP GUIDELINES

GENERAL

Applicants are required to show 1 year's financial membership of ACAP (Victoria) to qualify.

Previously successful scholarship applicants may not reapply for a grant within a 2 year time frame. However, strong written supporting evidence may reduce this time frame.

Applicants must demonstrate current involvement in the field of Pre-hospital care.

The initial publication of any article for which a scholarship was granted (excluding research) must be in the Response Journal or the ACAP e-Journal with the acknowledgement of the assistance from the Victorian Branch.

Scholarship applications must be relevant to the field of ambulance pre-hospital care.

Where an application is rejected, recipients may appeal in writing to the ACAP (Victoria) Board within four weeks requesting a review.

Applications must be submitted on the official application form, with attachments as necessary. All applicants must submit written documentation on how this particular research /study will assist in personal development or further the aims of the Australian College of Ambulance Professionals.

EDUCATIONAL/CONFERENCE SCHOLARSHIPS

Cancellation of a conference or recipients inability to attend:

- in the event of cancellation of the conference/study day, the scholarship money must be refunded.
- a suitable replacement who fulfils the generic criteria may be nominated by the recipient.
- approval must be from two (2) ACAP (Victoria) executive members and may be by phone.
- if a suitable replacement cannot be found, the applicant is liable to repay the Grant.
- exceptional circumstances will be considered: a written request with supporting documentation is necessary for this to be considered.

Within three months of attendance or study related to the Scholarship Grants Program applicants who have been so requested must have submitted their article for publication in the ACAP (Victoria) email Newsletter, Response Journal, or the ACAP e-Journal. If no submission is received within three months, the applicant must return the Scholarship money and will not be considered for subsequent grants.



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SCHOLARSHIP GRANTS PROGRAM APPLICATION

FORM 1

Personal Contact details.

Office use only

Date Received

Unique Identifier

NAME: _____

MEMBERSHIP LEVEL: _____ DATE JOINED: _____

ADDRESS: _____

CONTACT NUMBERS: (H) _____

(W) _____

(M) _____

EMAIL ADDRESS: _____

PLEASE INDICATE WITH A TICK WHICH GRANT YOU ARE APPLYING FOR:

RESEARCH	Request
CONFERENCE ATTENDANCE	@ Up to - \$500
EDUCATIONAL ADVANCEMENT	@ Up to - \$400
SPECIAL PROJECTS	Request

SIGNATURE _____

DATE _____



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SCHOLARSHIP GRANTS PROGRAM APPLICATION

FORM 2

Office use only

Unique Identifier

SECTION 1

PLEASE INDICATE WITH A TICK WHICH GRANT YOU ARE APPLYING FOR:

RESEARCH	Request
CONFERENCE ATTENDANCE	@ Up to - \$500
EDUCATIONAL ADVANCEMENT	@ Up to - \$400
SPECIAL PROJECTS	Request

SECTION 2

EMPLOYMENT DETAILS

EMPLOYER:
CURRENT LOCATION:
CLINICAL LEVEL:
OTHER RELEVANT QUALIFICATIONS :

Please attach all relevant documentation to this application form and return to:

SCHOLARSHIP GRANTS PROGRAM
PO BOX 469
BUNINYONG. VIC. 3357.

Or Email to:

secretary@vic.acap.org.au