



RWAV

RURAL WORKFORCE
AGENCY VICTORIA

Business Training Grant Guidelines



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1. Grant Overview

Rural Workforce Agency Victoria (RWAV) is a not-for profit government-funded organisation improving healthcare for rural, regional and Aboriginal and Torres Strait Islander communities in Victoria.

The Business Training Grant for rural primary healthcare practices is funded by RWAV as part of the Australian Government Department of Health's Rural Health Workforce Support program.

The purpose of the Business Training Grant is to improve the viability of rural health practices by supporting an increase in business management skills, by enabling access to business training opportunities.

2. Eligibility

This grant is available to support business related training or upskilling for Practice Managers or Administrative Staff who work at least 8 hours per week in Victoria at:

- a private primary healthcare practice in a MMM 3-7 location, or
- an Aboriginal Community Controlled Health Organisation in a MMM 1-7 location.

3. Eligible Activities

Applicants may apply for funding for the following expenses:

- Registration/course fees
- Participation in educational programs hosted by the Australian Association of Practice Management including conferences
- Attendance at accredited educational programs addressing specific aspects of business management for rural primary healthcare practices
- Travel associated with attending a face to face activity (flights, car travel)
- Accommodation expenses associated with attending a face to face activity

4. Expenses Not Covered by the Grant

Expenses **NOT** covered by this grant include:

- Activities and related costs occurring before your application is submitted
- Any expenses related to an overseas face-to-face activity
- Resources such as text books, equipment (IT, clinical or diagnostic), software, memberships, subscriptions, exam fees, or similar
- Travel between your booked accommodation and the activity venue
- Incidental expenses (e.g. local transport, meals, etc.)
- Applicants whose place of residence is in metropolitan Melbourne are not eligible to claim travelling expenses within the metropolitan Melbourne area.
- Taxi/Uber etc. fares, transfers, parking fees, tolls, car rental fees or similar
- Credit card, administration, processing, booking, cleaning fees, etc.
- Any activity where a course completion certificate or proof of attendance is not issued
- Stand-alone claims for travel and/or accommodation
- Clinical educational activities
- Any costs associated with an activity which is cancelled by the service provider are not eligible.
- If an activity is deferred and you cannot attend on the new date/s, no costs associated with this activity are eligible.
- Any other expenses that are deemed unreasonable by RWAV.

5. Funding Available

Applicants can apply for up to \$1500 per financial year, with total applications capped at \$3000 across the practice per financial year.

Funding is designed to support and subsidise successful applicants to undertake professional development, and as such, may not always provide full cost recovery.

6. Application Process

All applications must be made through the [MyRWAV](#) portal accessed on the [RWAV website](#).

Applications may only be made within 3 months of the start date of the activity.

Applications must be submitted by 11.59pm on the day BEFORE the activity commences.

For self-paced online activities applications must be submitted by 11.59pm on the day BEFORE making payment for the activity.

As part of your application you will need to provide evidence of the anticipated costs of course fees (invoice or screenshot, noting that the activity does not need to be paid for at the application stage), and travel and accommodation (if required).

If you are relying on funding to attend the activity, you should note that you do not need to have paid for the activity and related travel and accommodation at the time of application. You must however provide evidence of the anticipated costs as an unpaid invoice, screen shot showing the course name and cost, or similar.

All payment is made via reimbursement upon proof of completion or attendance at the course, along with relevant receipts for travel or accommodation if approved. In order to receive reimbursement, you will be required to pay for the activity then submit your receipts (which must be in your name) for payment.

Reimbursement for accommodation and travel will be assessed against ATO reasonable travel allowance standards.

Car travel will be capped at \$500 per application.

Each application must include proof of employment in a letter that:

- Is on the employer's letterhead and from the applicant's immediate manager
- Is dated and signed by the employer or business manager, within the last three months
- States the name of the applicant, including evidence of a name change if the receipt is not in the applicant's professional registration name
- States the applicant's position title
- Includes a statement of support from the applicant's Practice Manager or Employer, for the activity being undertaken and the cost involved
- States the number of hours worked per week by the applicant
- States the location of primary health services provided
- States the length of the applicant's employment in their present position

Note that an offer of employment, employment contract, pay slip, etc. are not acceptable.

Only completed applications will be accepted. If your application is missing required information or documentation, the application will be returned to you and will not be considered for funding until it is complete.

If funds are received from other grant sources for the same activity, you will be ineligible to receive additional funding through this grant.

As part of the application, you must indicate how the educational activity will benefit the business.

You may be asked to provide more information to support your application. Submitting your application does not guarantee you will be successful.

Once you have completed the course, you will need to provide a Certificate of Completion/ Attendance. Reimbursement will only be made once all relevant receipts and a Certificate of Completion/Attendance have been provided. Reimbursement will be made to the individual and not to the practice/organisation.

7. Notification of Applications

RWAV will notify you the outcome of your application via email. Please note applications may take up to six (6) weeks to be assessed, approved and processed.

If your application is successful, RWAV will email you to advise you of the following:

- The funded course/activity
- The amount of funding available
- Your requirements as a Grantee
- Information on the payment process

A Certificate of Completion/Attendance and all claims for reimbursement and related documentation must be received by RWAV within 28 days of completion of the course. If these documents are not provided by the nominated date, RWAV will withdraw the offer of funding.

Failure to return the required documentation may impact on future grant approvals.

If your application is unsuccessful, RWAV will provide an explanation as to why your application has been declined. If you wish to appeal the outcome you must do so within 28 days. [Refer to section 10 below.](#)

8. Changes to Grant Activities

Written approval from RWAV is required to change the activity outlined in your Grant approval email. This includes a change in the start date or end date of the activity. RWAV will review any new activity against the identified health/workforce need, your original application and the reason for the change.

Changes to a proposed activity are at the discretion of RWAV and usually only permitted where the training provider cancels the training, or under exceptional circumstances. RWAV reserves the right to cancel the offer of funding if the original activity cannot be completed.

9. Termination of offer of funding

RWAV may withdraw the offer of funding if it reasonably believes the Grantee:

- Has transferred to a different activity without consent from RWAV
- Provided false or misleading information in their application
- Has failed to complete the activity
- No longer meets the employment criteria for grant eligibility

10. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should send an email outlining their reasons for appeal to grants@rwav.com.au The case will be considered by the Manager - Strategy and Partnerships.

All formal complaints or appeals must be lodged within 28 days of notification of the grant application outcome. Requests received after this time will not be considered.

11. More Information

Any questions relating to the Business Training Grant should be directed to the Contracts Officer at grants@rwav.com.au or via phone on 03 9349 7800



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