

GRANTS WEEK 2024

Business Training Grant

Am I eligible for this grant?

Thanks for joining in to find out a little bit more about eligibility for the Business Training Grant.

The aim of this grant is to improve the viability of primary healthcare practices in rural Victoria. The goal is to support an increase in your business management skills by allowing you to access funding to support business training and upskilling opportunities which will benefit the practice where you work.

The grant is available to support training or upskilling for practice managers and practice administrative staff who work at least 8 hours per week in a private primary healthcare practice in rural or regional Victoria, or those who work in an Aboriginal Community Controlled Organisation at any location throughout Victoria.

If you're a clinician and also have a business role, then you too may be eligible for this grant.

To find out more details on eligibility, head to the RWAV grants webpage and download a copy of the guidelines.

What sorts of activities could I claim for?

Thanks for joining in to find out a little bit more about what activities you can claim under the Business Training Grant.

This grant can fund you to upskill in areas to help support the business where you're working.

It can cover activities such as attendance at a conference relevant to healthcare practice management, and run for practice managers. It can also cover learning activities such as MBS education courses to enable the practice to maximise their MBS claims, as well as other courses which provide business skills. You might have a

junior staff member who needs some upskilling in administration for example, and this could be funded by the grant.

It might be an accredited educational programme which looks at a specific component of business management, and ideally it would be targeted to rural primary healthcare practices, but that doesn't always have to be the case.

It's really important that the activity you undertake will be able to provide you with a certificate of completion or proof of attendance. If you won't be able to get that when you've completed the activity, it's very unlikely that we will be able to fund you.

If you're working in practice management, and also have a clinical role within the practice, this grant can only fund business related activities, not any clinical activities.

There are other grants available for your clinical upskilling if you need support for those.

To find out more details on eligible activities, head to the RWAV grants webpage and download a copy of the guidelines.

How much funding can I get?

Thanks for joining in to find out a little bit more about funding amounts for the Business Training Grant.

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

So it's really important that you're liaising with your practice manager or your practice principal around applying for this grant.

They should be making sure that the grant is distributed equally amongst their staff and that they're prioritising the sorts of courses that you're doing to make sure that the practice will get the benefit from your new skills.

So if you're a practice manager or a practice principal, please make sure that your staff let you know what activity they're hoping to receive funding for.

As an applicant, you'll need to provide us with a letter from your practice manager or principal, confirming that they're aware of the course that you're doing, that they support your training for it, and also that they know how much of their \$3000 budget you're going to be using for your course.

Not only can we support your course registration costs, but we can help to cover travel costs as well.

We'll cover your private car travel if you need to travel to attend the course. We cover you at a flat rate per kilometre, to travel from your usual place of residence to the activity venue.

We can cover airfares for you to attend the activity within reason, so this is generally the cost of the cheapest economy air fare, via the most direct route.

We can't cover incidental costs, so this means things like car hire, car parking, road tolls, taxis, rideshares or public transport. We also can't cover meals.

What about your accommodation?

Well we can cover that too, up to a limited amount per night. You'd need to provide us with your receipt and let us know how many nights you stayed.

We can cover accommodation at registered commercial premises like a hotel, motel, Airbnb, or serviced apartment. We can't cover private accommodation at non-commercial business premises. So if you're staying with a friend, we can't provide you with any financial support.

To find out more details on funding, head to the RWAV grants webpage and download a copy of the guidelines.

How do I apply for the grant?

Thanks for joining in to find out a little bit more about applying for the Business Training Grant.

Applying for the grant is simple.

All applications need to be done through the RWAV website. Go to RWAV.com.au and click on the grants section.

We can't accept any applications via email.

The first thing to know is that you'll need to apply for this grant before you actually start the activity. You need to apply at least the day before your activity starts.

That's really important. If you've already finished the activity or even started it, we can't fund you through this grant.

You also need to bear in mind that it can take us up to six weeks to process and assess your grant application, so make sure you leave time for that. This is important if you're relying on funding to do the activity.

If you are relying on funding from us to attend the course, then please do not pay for your course before you apply. You can still apply - just don't pay yet.

When we ask for proof of cost of the activity as part of your application, you don't have to provide us with a receipt. So you don't have to have paid, but what you can give us is a screenshot or an invoice which is not paid. This needs to show the details of the course and how much that course is going to cost. You'll need to do the same for travel and accommodation if you're claiming that.

Again, really importantly, if you're relying on funding for the activity, do not pay for it until we've had a chance to assess your application and provide you with an outcome. Just in case we can't approve your application, we don't want you to be out of pocket for a course that you can't really afford. So please be very careful about that.

Once you've applied for the grant, you should give us up to six weeks to assess your application. You'll be notified by email of the outcome. Payment for successful applications will only be made once you've completed the activity and provided us with evidence of completion, as well as fully paid receipts for related travel or accommodation if that was approved.

If your application was unsuccessful, the email will explain the reasons why.

To find out more details on applying for the grant, head to the RWAV grants webpage and download a copy of the guidelines.