

Applications open Mon 20 May 2024 | Applications close Fri 21 June 2024

Scholarships are made possible with thanks to donors and sponsors of the
Epworth Medical Foundation

Grant Overview

The Epworth Scholarship Program provides a unique opportunity for Epworth HealthCare to support your professional development. The program is the largest of its kind in the healthcare industry in Australia. All Epworth employees who meet the eligibility criteria are encouraged to apply.

These Scholarships provide all contracted Epworth HealthCare staff with a broad range of activities, projects, opportunities, initiatives, and support to assist you to be the best you can.

Scholarships can support a range of projects and/or activities such as:

- attend a conference, seminar or workshop
- training support such as a certificate or one on one training
- visit another hospital, organisation or centre of excellence to research models of care
- undertake an innovation project
- return to study
- participate in the MBS New Leaders Development Program (available for Frontline leaders only)

Over 200 scholarships will be available to Epworth staff for use in 2025. Scholarships range from \$2,500 to \$10,000 in value. Places for the MBS Leader Development Program will be available for this round.

Visit the [EMF Grants Hub Scholarship page](#) to apply online. The online form can be completed on any device. The application form will be available from Monday 20 May 2024.

Manager approval for applications

It is important that you discuss your Scholarship idea with your manager. As part of the selection process, your line manager will provide their recommendation of your application to the selection committee. In addition to providing their recommendation, they may be able to provide advice or make suggestions to make the most out of the opportunity.

Eligibility

- All contract types are eligible to apply including casual staff.
- If you are on a fixed contract, you need to be contracted until the end of 2025.
- If you are casual, you will need to be working at Epworth for the full Scholarship activity period.
- You must have to have worked at Epworth for a minimum of 12 months at 1 July 2024. If you started at Epworth after 1 July 2023, you are not eligible.
- Have not received a scholarship for use in 2024.

2025 Scholarships

Applicant Guidelines



- Employees who have previously commenced a course that will continue in 2025 can apply but can only submit a budget for 2025 expenses.
- Employees who received a scholarship for use in 2023 or prior are eligible to apply for a 2025 Scholarship.

Funding conditions

1. Applications should only be submitted for future activities to occur in 2025. Applications for past expenses or activities will not be considered.
2. All allocated funding must be used in the 2025 calendar year; recipients cannot claim reimbursement after this time. Any unclaimed funding will be returned to the Epworth Medical Foundation on 31 December 2025.
3. If recipients are unable to progress with the nominated scholarship in the 2025 calendar year, please contact the Grants & Scholarships Manager (contact details below). Extensions are only available in the result of extenuating circumstances or career disruptions and are subject to approval.
4. Personal technological devices, such as laptops, cannot be funded via the scholarship program.
5. All reporting must be completed on time. No payments will be made until reporting is up to date. No further grants will be awarded to staff who have not completed reporting on previous grants.

Melbourne Business School (MBS) Leader Development Program

Leaders will have the opportunity to apply to participate in a 4-day short-course at MBS Carlton campus. In addition to the eligibility requirements for Scholarships, applicants for this program must also meet the full extended criteria below.

- are a leader who is leading a team or in a position of influence
- are in early to mid-career
- live the Epworth values
- want to be a catalyst for positive change
- are committed to continuous improvement

For more information, please view the [program flyer](#).

Study Leave & Labour Hours

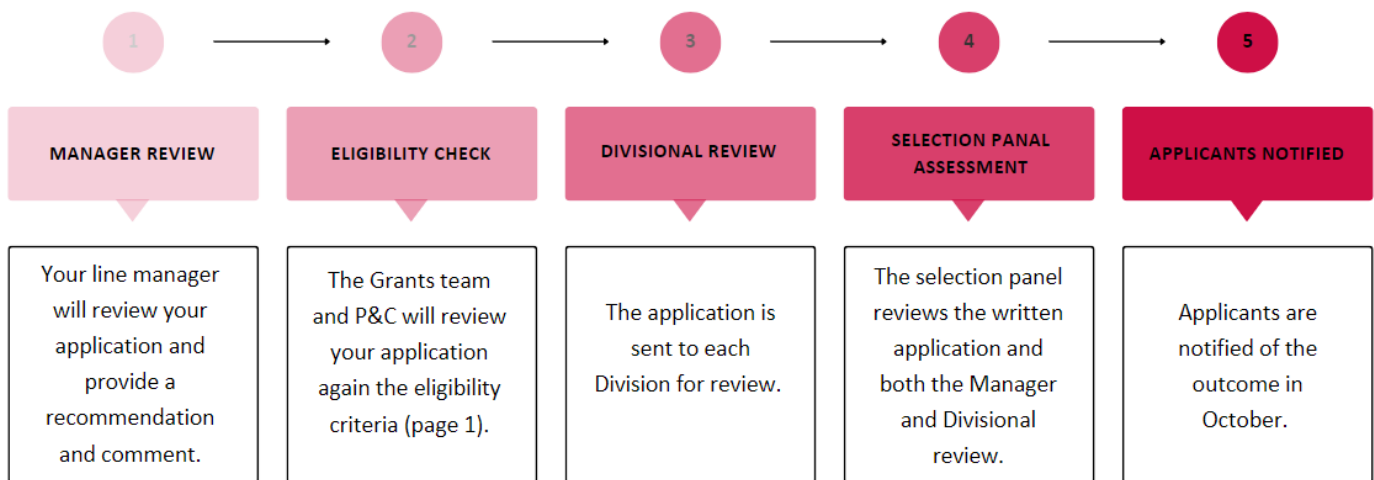
Scholarship recipients are entitled to study leave entitlements under their relevant agreement or award, as approved by relevant Divisional processes. Questions regarding study leave can be directed to P&C Assist.

In circumstances where projects are based on research or the development and roll out of pilot programs, funding may be awarded for labour hours and backfill. Scholarship funds cannot be used for labour hours or backfill when employees are returning to study, attending a conference, or undertaking a study tour.

Travel Guidelines

Flights	Must be economy, flexible fares.
Accommodation	Capped at \$320 per night within Australia – equivalent for international destinations
Meals	Reasonable costs can be claimed (no alcohol).
Transport	All transport directly related to Scholarship activity.

Selection Process



Award Ceremonies

Award ceremonies are attended by recipients, recipients' managers, members of the Executive, donors and sponsors. Ceremonies will be held in person at Epworth Richmond on the following dates. Recipients will be invited to attend one of the four events.

- 2:30pm Wednesday, 23 October 2024
- 2:30pm Wednesday, 24 October 2024
- 2:30pm Wednesday, 29 October 2024
- 2:30pm Wednesday, 31 October 2024

Reporting

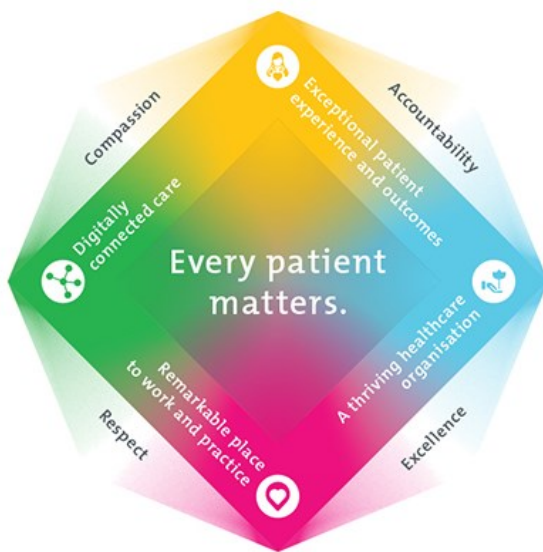
Recipients will be required to submit a thank you card to their donor and 2 reports throughout the year in 2025.

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|----------------------------|-------------------------------------------|
| > Thank you letter or card | Due at the award ceremony in October 2024 |
| > Mid-year report | Due 30 June 2025 |
| > End of year report | Due Friday 12 December 2025 |

Reports are submitted via the EMF Grants Portal which are then shared with donors/sponsors. Recipients are asked to include anecdotal stories, academic results, presentations, or photos to share your experiences with the donor or sponsor. **Not meeting reporting requirements will impact upon the opportunity to continue to access scholarship funding.**

Epworth 2025 Strategy

All applications will be required to meet with one or more of the Epworth 2025 Strategies as listed below. You will be asked to briefly outline how your scholarship aligns with the strategies you have identified.



Exceptional patient experience and outcomes

To empower our patients and deliver compassionate, expert and coordinated care.



A thriving healthcare organisation

To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.



Remarkable place to work and practice

To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.



Digitally connected care

To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

More information here: <https://intranet.epworth.org.au/AboutEpworth/Pages/strategic-plan.aspx>

Application Tips

1. Check you are eligible

Check that you meet the eligibility criteria.

2. Plan your time

Make sure you have enough time to complete your application before the deadline. Keep in mind the application will include a series of questions related to your role and how a scholarship will help you. You will also be asked how your activity **aligns to the Epworth strategy** and will ultimately benefit Epworth.

There won't be any extensions for applications. Applications must be submitted by Friday 21 June 2024.

3. Research and talk to others

Do your research, talk to your manager and peers about your activity and seek their advice as they may have some helpful suggestions for you to improve your application.

4. Strategies to share learnings

Consider the ways you intend to share and embed your learnings from your scholarship and how you might introduce improvement initiatives. This will be an important focus for the selection panels in determining which applications should be invested.

5. Proofread your application

Check that you've answered all the required sections, double-check for spelling and grammatical errors before hitting submit.

6. Get in touch

If you would like to discuss your application or learn more tips, you can direct any questions to:

Grants & Scholarships Manager, Epworth Medical Foundation

scholarships@epworth.org.au

03 9426 8170