

# Applicant Guidelines

## 2022 Guest Speaker Grant

Epworth  
Medical  
Foundation



2022 Guest Speaker Grants are open for application Monday 2 August to Friday 27 August 2021

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

Questions regarding Guest Speaker Grants can be directed to:

Amy Martinich  
Grants Manager, Epworth Medical Foundation  
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03 9506 3076

### Further Information

<https://www.epworth.org.au/giving/about-us/emf-grants-hub/guest-speaker-grants>

### Online Application Form

TBC

### New users will be required to create a profile first:

- Click sign up
- enter your email address and create a password
- account will be created and you will gain access to the portal.

### Grant Overview

Guest speaker grants are available to support teams, departments and VMOs to fund experts to come to Epworth and share their knowledge on a particular topic that will educate and assist our workforce.

Guest experts may present on a particular topic or run sessions to demonstrate and teach a new clinical skill.

### Important Dates

Monday 2 August 2021	Applications Open
Friday 27 August	Applications Close
November 2021	Outcomes advised
23 November 2021	Presentation of Award at the Mackenzie Dinner
1 January 2022 – 31 December 2022	Grant Activity Period

### Grant Availability

Grants are available up to the amount of \$20,000. A minimum of 2 grants will be awarded each funding round. Grants are awarded for use in the 2022 calendar year.

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### Eligibility

Any individual or group within Epworth can apply for a Guest Speaker Grant.

Each application will require a Project Lead, who will be responsible for: submitting the application, key contact for relevant communications and submission of reporting requirements.

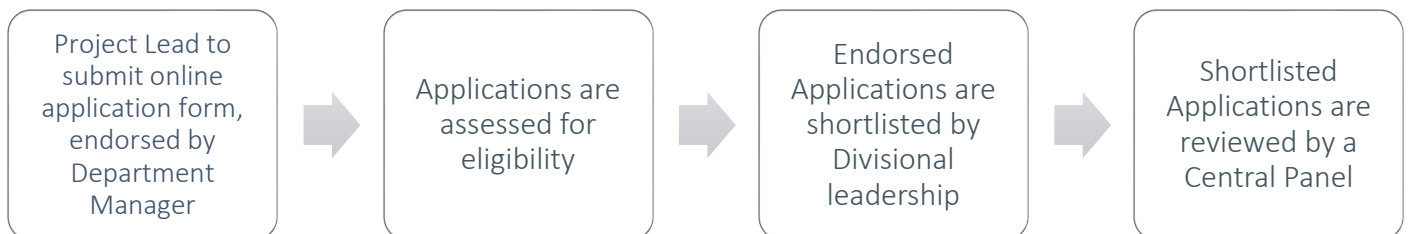
Epworth employees or accredited VMOs are eligible to be a Project Lead and must meet the following criteria:

Employees	VMOs
<ul style="list-style-type: none"><li>• Employed in a permanent ongoing role or have a minimum of 2 years remaining on contract</li><li>• Minimum length of service of 12 months as at application closing date</li><li>• No performance management or attendance management concerns at the time of application</li><li>• Lives the Epworth values in daily interactions</li></ul>	<ul style="list-style-type: none"><li>• Minimum appointment of 12 months</li><li>• Primary private practice at Epworth</li><li>• No practice restrictions, disclosures or breaches of the By-laws in the past 12 months</li><li>• Lives the Epworth values in daily interactions</li></ul>

### Application Process

Each application must have a nominated Project Lead. The Project Lead will be responsible for all communications regarding the grant as well as the grant compliance requirements. The application form will allow for the details for additional Project Members to be listed.

The Project Lead will be asked to represent the group in the selection process:



### Selection Panel

The selection panel, responsible for the shortlisting and interview process, will comprise of the following members -

- Executive Director Epworth Medical Foundation and Brand
- Chief Operating Officer, Hospitals (or delegate)
- Executive Director People and Culture

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### Application Requirements

Project Lead will must complete and submit the application form. The application form will require:

- Detail on proposed guest expert (including CV)
- Overview of planned topic
- Anticipated audience
- Benefit to Epworth
- Budget

Permitted Expense	Not Permitted Expense
<ul style="list-style-type: none"> <li>• flights – preference for premium economy</li> <li>• presentation fee</li> <li>• accommodation</li> <li>• airport transfers</li> <li>• daily per diem</li> <li>• catering</li> <li>• Venue hire (preference to host at Epworth location)</li> <li>• Promotion</li> </ul>	<ul style="list-style-type: none"> <li>• project Lead’s time to plan and manage the session</li> <li>• employees time to attend the session</li> </ul>

### Selection Criteria

Criteria	Weighting
<b>Strategic Alignment</b> Area of learning supports one of Epworth’s 4 strategic pillars or areas of clinical service delivery	25%
<b>Impact on patients and/or organisation</b> Knowledge gained in this area will improve the service and delivery of care to Epworth patients; improve operational productivity, efficiency and cost effectiveness; improve our competitive advantage; deliver better outcomes.	25%
<b>Suitability of Expert</b> Expert has a strong reputation nationally and or internationally included experience in providing education and learning experiences	25%
<b>Multi-disciplinary and/or multi-speciality and/or multi-site collaboration</b> Project seeks to provide opportunities across the Epworth group	15%
<b>Experience in Project/Program Management</b> Demonstrated ability to manage execution of grant	10%