

**Applications open: Mon 31 July 2023 | Applications close: Fri 25 August 2023**

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

## Grant Overview

Guest speaker grants are available to support Teams, Departments and VMO's to fund experts in their field to come to Epworth and share their expertise on a particular topic that will educate and inspire our workforce. Topics are expected to encourage staff to review the way we currently deliver services and engage diverse groups. Presentations by the guest speaker may be virtual or in person. Approximately 2 grants will be awarded each year for up to \$20,000.

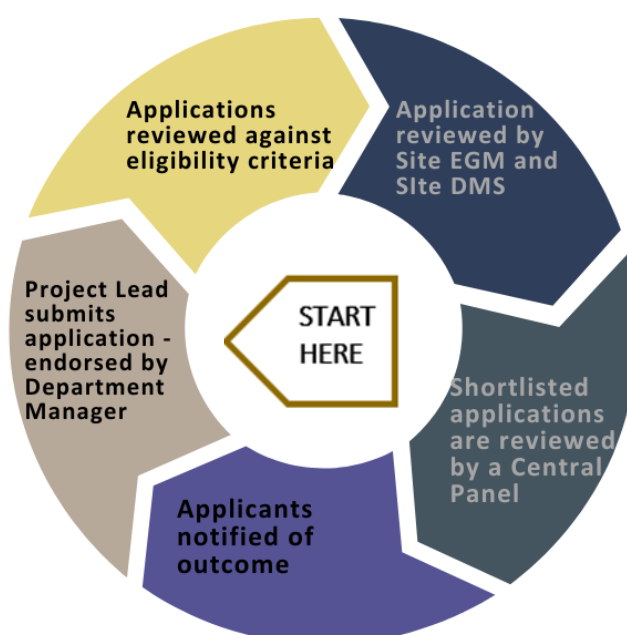
## Eligibility Criteria

Any individual or group within Epworth, who meets the following criteria can apply for a Guest Speaker Grant.

Employees	VMOs
Employed in a permanent ongoing role or have a minimum of 2 years remaining on contract	Minimum appointment of 12 months
Minimum length of service of 12 months as at application closing date	Primary private practice at Epworth
No performance management or attendance management concerns at the time of application	No practice restrictions, disclosures or breaches of the By-laws in the past 12 months

## Application Process

- > Each application must have a nominated Project Lead.
- > The Project Lead will be responsible to manage the application process and grant management.
- > Additional Project Members can be added in the application form.
- > The Project Lead will be asked to represent the group in the selection process.



### Selection Panel

The selection panel are responsible for the shortlisting and interview process.

The panel is made up of the **Executive Director** Epworth Medical Foundation & Brand, **Chief Operating Officer** Hospitals (or delegate) and **Executive Director** People & Culture.



### Application Requirements

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

Details of Guest Speaker(s) (including CV)	Benefit to Epworth
Overview of proposed activity	Budget
Anticipated audience	Details of Project Lead (that's you)

Expense permitted	
Flights (preference for premium economy)	Speaker fee
Accommodation	Airport transfers
Speaker per diem	Catering
Venue hire (preference to host at Epworth location)	Promotion
Expenses not permitted	
Project Lead's time to plan and manage the presentation/training session.	Employees time to attend the presentation/training session.

### Selection Criteria

Criteria	Weighting
<b>Strategic Alignment</b> The area of learning supports one of Epworth's four 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, improve 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 including experience in providing education and training.	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%

# 2024 Guest Speaker Grants

## Applicant Guidelines

Epworth  
Medical  
Foundation



### Important Dates

Date	Activity
Monday 31 July 2023	Applications Open
Friday 25 August 2023	Applications Close
November 2023	Outcomes advised
30 November 2023	Mackenzie Dinner - Award Presentation
1 January 2024 – 31 December 2024	Grant Activity Period

Visit the [EMF Grants Portal](#) to start your application

For all enquiries contact:

**Dorani Lacey**

Grants & Scholarships Manager, Epworth Medical Foundation

[dorani.lacey@epworth.org.au](mailto:dorani.lacey@epworth.org.au)

03 9426 8170

0477 940 511