

Small Projects Scheme

Rural Pharmacy Workforce Program

Background

The Small Projects Scheme is funded under the Fourth Community Pharmacy Agreement between the Pharmacy Guild of Australia and the Australian Government, represented by the Australian Department of Health and Ageing (DoHA).

The Scheme is an initiative of the Rural Pharmacy Workforce Program (RPWP), established in recognition of the key role pharmacists play in maintaining the health of all Australians, particularly in rural and remote Australia. The objectives of the RPWP are aimed at increasing access to pharmacy services in rural and remote areas and strengthening and supporting the rural pharmacy workforce.

The Small Projects Scheme is intended to support the role of community pharmacists in rural and remote communities so that innovative ideas and services can be developed and implemented. Projects are required to demonstrate a capacity for ongoing benefits to the community after completion.

Funding of up to \$20,000 is available for projects with an anticipated duration of up to 12 months.

Explanatory Notes

The numbers of grants available under the Small Projects Scheme are limited on the basis of available funds.

These Guidelines are intended to provide consistency and certainty in respect of the administration of the Scheme but it should also be noted that they are not legally binding on the Guild or on the Commonwealth.

These Guidelines may be revised from time to time. The Guidelines are administrative and reflect the intention of the Guild and the Australian Government as to how the Small Projects Scheme is to be administered. The decision to award a grant is entirely discretionary, and these Guidelines do not confer any entitlement to a person to receive a grant. Neither the Guild nor the Commonwealth will accept liability for any loss or damage incurred by a person in expectation of the award of a grant.

Without limiting its rights at law or otherwise, the Guild reserves the right in its absolute discretion at any time to suspend, amend or vary the Guidelines.

The Scheme is funded by the Australian Government Department of Health and Ageing (DoHA) and is managed by the Pharmacy Guild of Australia (The Guild).

Under this agreement the Guild may provide the Department of Health and Ageing with information about the assessment and allocation of small

grants and on any legal issues that may arise in relation to a particular grant.

Funding

The maximum budget for grants is \$20,000 (ex GST).

Timeframe

Projects must be no longer than 12 months duration. All projects are to be completed no later than 31 March 2010.

Eligibility Criteria

The project must address the primary objective of the Scheme - *To promote the delivery of quality pharmacy services to rural and remote communities through projects which develop innovative local strategies and ideas for rural pharmacy services*, and the following criteria;

- The project must demonstrate capacity for ongoing benefits to the community after the completion of the project
- The project must demonstrate involvement of a pharmacist or pharmacy related organisation in the development of the proposal
- The applicant must be an Australian citizen or be a permanent resident of Australia.

Applications that duplicate existing resources or initiatives or that have no involvement with community pharmacy will not be considered.

Eligible Expenses

The grants will cover reasonable expenses for:

- Staff and personnel required for the project
- Essential equipment that would not be reasonably supplied or available to the project team
- Administration costs of the project
- Official travel for conduct of the project
- Printing, phone and fax costs
- Other expenses as justified and accepted by the Selection Committee.

The Program will not cover expenses for:

- Computers and software that would reasonably be provided by the researcher's organisation or institution;
- The provision of equipment, technology or other services that would reasonably be provided;
- Infrastructure loading;
- Publication costs other than the costs of reports complying with the Funding Agreement and
- Costs involved in preparing an application such as a literature review.

Application Process

Subject to available funds, grants will be awarded on the basis of an individual application submitted on the official application form.

Applications submitted to the Guild within the advertised time frame will be assessed against the eligibility criteria and evaluation criteria. Successful applicants will be invited to enter into a Small Grants Funding Agreement with the Pharmacy Guild of Australia.

The Application Form and draft Funding Agreement is available at www.ruralpharmacy.com.au

All applications must be received at the Pharmacy Guild of Australia by **5pm Eastern Standard Time** on the advertised closing date.

Assessment of Applications

Applications must be received by the advertised closing date. Faxed, late or incomplete applications will not be accepted. Applications must be originals and signed on the front page by the applicant.

All applicants will be contacted acknowledging receipt of their application.

A Selection Committee will be established to evaluate applications for funding. The Selection Committee will evaluate applications according to the following criteria:

- The application addresses the primary objective of the Scheme;
- The proposed methodology / project plan is sound, realistic and achievable;
- The proposed budget is appropriate and is not greater than \$20,000;
- The time frame for the project is no longer than 12 months;
- The applicants have not sought or received significant funding for this project elsewhere; and
- Acceptance of the terms of the Small Grants Funding Agreement.

Applicants will also be assessed against the eligibility criteria.

The Scheme will aim to assess all applications within 8 weeks of the advertised closing date.

Once a decision has been made by the Selection Committee, a letter will be sent to advise the applicant of the outcome. The Selection Committee's decision will be final.

Successful applicants must confirm their intention to accept the offer within two weeks. If an applicant declines an offer of funding, the grant may be awarded to the next suitable applicant

If an application for funding is not approved the applicant will receive a letter from the Guild advising them of the outcome of their application and the reasons for the decision. Unsuccessful applicants will be entitled to reapply for a grant in a future round and will be assessed against the criteria that are in effect on the date of re-application.

Funding Agreements and Reporting Requirements

A Funding Agreement will be negotiated with successful applicants and will consist of:

- a description of the project
- agreed milestones and deliverables
- timelines
- a payment schedule
- reporting arrangements.

The applicant will be required to submit satisfactory progress reports over the duration of the project and provide the Guild with an audited financial statement at the completion of the project.

A final report on the project is required and will be a component of the promotion of the project. The Guild reserves the right to edit and publish the final report.

Grant recipients are encouraged to present the findings of their project at conferences and will be required to notify the Guild of any publications or presentations arising from the grant. The grant recipient must acknowledge the contribution of the grants in their presentations and publications.

Change of Project Manager / Project Team

Where a project manager is unable to continue with the project for whatever reason, it should not be assumed that the project would be allowed to continue. Approval should be sought, in writing, from the Pharmacy Guild of Australia for the proposed replacement project manager and should include a copy of her or his curriculum vitae.

Projects involving Aboriginal and Torres Strait Islander People

Applicants must be able to demonstrate that they have gained the support of the Aboriginal and Torres Strait Islander community with which they wish to work. Additional ethics clearance may be required for projects involving Aboriginal and Torres Strait Islander communities and it is the applicant's responsibility to obtain this approval.

Contact

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Australian Government
Department of Health and Ageing



**The Pharmacy
Guild of Australia**