

CULTURAL SAFETY TRAINING GRANT APPLICANT GUIDELINES



1 Introduction

Rural Doctors Workforce Agency (RDWA) supports resident and visiting health workforce and practice staff in private and not for profit primary health care (PHC) services in rural South Australia (SA) to deliver culturally safe care to First Nations people.

The Cultural Safety Training Grant (the Grant) aims to reduce costs for private and not-for-profit PHC businesses and individuals working in them to increase their skills and competence in First Nations culture and safe care.

2 Scope

Cultural safety training is foundational to the delivery of safe healthcare for First Nations people for all PHC services. The Grant supports health practitioners and practice staff to increase their skills in culturally safe health care.

The Grant can be applied for by an individual for themselves; or by a business for their employees.

- An individual can apply for a grant of up to \$200 for course fees personally incurred where that person successfully completes a recognised and/or accredited cultural safety training course.
- A business can apply for a grant of up to \$200 per eligible person for course fees incurred by the business for the purchase and completion of recognised and/or accredited cultural safety training course delivered as a group or individually to staff within the business. Each nominated person must successfully complete the course.

Examples of recognised and/or accredited cultural safety courses include courses offered by the Centre for Cultural Competence Australia, the Royal Australian College of General Practitioners, the Australian College of Rural and Remote Medicine, or those offered by health-related professional bodies.

Applicants assessed as eligible for a grant will be required to enter an agreement with RDWA, complete their obligations and submit a claim online using the RDWA-supplied Claim Form.

Applicants must be intending to work in the primary care service in rural SA for at least 12 months from the date of their Application.

The Grant is open for the 2024-25 financial year for courses completed between 1 July 2024 and 30 June 2025. Applying for a Grant does not guarantee that a Grant will be approved. Grants are approved at the discretion of RDWA within available funding.

People (whether an individual or through the business) will only be considered for funding for this Grant once in any three-year period.

3 Eligibility

Applicants must meet the person or business and activity eligibility criteria to apply. Where an individual or a business receives a grant related to named person, no further grants will be considered for that person.

Applicants cannot be solely working for Commonwealth, State or Local government health services, and must not work solely in, or deliver only, disability or aged care services.

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Personal eligibility

Applicants must:

- work in a SA rural location¹.
- Work in a primary health care services or administration role in a private or not-for-profit organisation
- Intend to work in that role in that location for at least 12 months at the date of applying
- Have completed or intend to complete a recognised or accredited First Nations peoples cultural safety course between 1 July 2024 and 30 June 2025
- Not deliver solely aged care and/or disability services
- Not have received a cultural competence or safety grant from RDWA in the past three years.

Business eligibility

Businesses must:

- Be in a SA rural location.
- Deliver primary health care services to the local community
- Not be a Commonwealth, State or Local Government entity
- Not solely deliver aged care and/or disability services
- Have employees or contractors who have completed or intend to complete a recognised or accredited First Nations peoples cultural safety course between 1 July 2024 and 30 June 2025
- Not have received a cultural competence or safety grant from RDWA in the past three years

Activity eligibility

The First Nations peoples cultural safety course must be a course recognised for cultural safety development by a First Nations organisation or by the relevant health profession body. Applicants are encouraged to contact RDWA to check if the proposed course would be considered eligible.

4 Process

4.1 Application

Applicants must read the Guidelines before applying. Applications can be completed online and submitted using the Application Form available on the RDWA website.

Applicants will need to supply personal and business details, details regarding the training course including dates and personnel involved (if a business application), and complete privacy, information and consent declarations.

4.2 Assessment and notification

RDWA will assess the application and may contact Applicants for more information if there is insufficient information in the Application Form to assess against the Grant's aims and/or applicant, location or activity eligibility.

RDWA will assess applications using the Grant aims, eligibility criteria and the perceived benefit, and the amount of grant funding available to RDWA.

Priority will be given to applications that demonstrate high benefit in an area of workforce or service need.

RDWA will notify applicants by email, and the notification will include details on the outcome of the assessment and the basis for the assessment.

¹ South Australian rural locations are defined by the Modified Monash Model (MM2-7). To check the practice address, use the [Health Workforce Locator online tool](#).

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4.3 Grant Agreement

Applicants who are offered a grant will be given a grant agreement that will set out the terms and conditions for the Grant.

Applicants are not obliged to accept the Grant Agreement.

If the Applicant wishes to accept the Grant offer and its terms and conditions, the Applicant will sign the agreement and return to RDWA within seven days, or the offer will lapse.

4.4 Payment of the grant

Payment details will be specified in the grant agreement.

Individuals who have a Grant Agreement will be provided a Claim Form that they will complete, attach evidence of training completion, and submit to RDWA.

Businesses will be provided an Invoice Report Form, which they will complete and attach evidence of training completion and a tax invoice.

Payment will be made by electronic funds transfer, and payment details will be provided by emailed remittance advice.

4.5 Contact and information activities with RDWA

Applicants who accept a Grant will be required to participate in a number of activities including regular contact with, and providing information to, RDWA. The RDWA contact is named in the Grant Agreement.

Activities that the Applicant will be asked to undertake can include:

- Progress updates
- Completion reports
- Feedback and evaluation surveys.

5 Independent advice

Applicants should consider independent advice before applying or accepting an offer for a grant and the obligations associated with the grant, including consideration for how the grant would apply within their personal financial circumstances.

6 RDWA Contact

RDWA's contact for the Grant is Julianne Fox, Director Planning and Performance who can be contacted by email planning@ruraldoc.com.au, or by phone during business hours on 08 8234 8277

Effective: July 2024