

Rural Resident GP Partner Grant

Applicant Guidelines

1. Program Description

Rural Doctors Workforce Agency (RDWA) provides a range of medical workforce recruitment and retention services that support the rural medical workforce to deliver emergency, hospital and general practice services to rural communities in South Australia (SA).

The Rural Resident GP Partner Grant is offered to eligible partners or spouses of resident GPs who are living and practicing in rural SA.

Partners can apply for up to \$3,000 to develop career or business opportunities in their local community, or to undertake study or attendance at conferences for personal or professional development.

As part of RDWA's retention support services, the Rural Resident GP Partner Grants enable RDWA to recognise the significant support role provided by partners and spouses of resident rural GPs.

2. Program Scope

To apply for a grant, the Applicant must be a partner or spouse of a GP who is living and practising in an eligible rural SA location.

A rural location in SA is a location that is classified within the Modified Monash Model (MMM) 2019, 2-7 area.

RDWA offers grants through an open call round process. Usually, more than one round is called in a financial year, depending on available funds.

The call is made by direct email to resident rural GPs and to resident partners who have provided RDWA with their contact details. The information is also published in RDWA's weekly subscription publication, ENews. Subscription to ENews is via on-line form <https://www.ruraldoc.com.au/latest-news?ref=promobox>.

RDWA will assess applications taking into account the perceived benefit of the initiative and available funding. Priority will be given to partners who have not received a Rural Resident GP Partner Grant in previous rounds.

The names of all Resident Rural GP Partner Grants will be made public and Applicants will be asked to accept this condition as part of the application process.

3. Eligibility

3.1 Locations

Eligible locations are those classified as within MMM 2019, 2-7 in SA. The MMM locator is found at: <https://www.health.gov.au/health-workforce/health-workforce-classifications/modified-monash-model>

3.2 Applicants

Partners or spouses of resident rural GPs practising in an Eligible Location can apply for a Rural Resident GP Partner Grant.

Partner or Spouse means the Applicant is, on a genuine domestic basis, in a relationship as a couple with the resident rural GP.

3.3 Items

Applicants will be asked to submit a detailed proposal of the activity they wish to have funded. Eligible items that can be included in the application for consideration by RDWA in assessing the application are:

- Course or event fees;
- Business establishment items, for example:
 - Costs for registering a business entity;
 - Obtaining financial or legal advice from registered practitioners;
 - Marketing materials; or
 - Information technology software.
- Accommodation and / or travel associated with the approved Activity.

Travel and accommodation, where offered as part of the grant, will be on the basis of reimbursement in accordance Australian Taxation Office (ATO) rates. Receipts (or evidence of the costs incurred by the Applicant) must accompany claims for reimbursement.

In exceptional instances as deemed by RDWA, travel and accommodation expenses in excess of ATO rates may be reimbursed on a case by case basis.

The grant cannot provide for:

- Retrospective costs;
- International travel;
- Relocation costs;
- Purchase of land;
- Costs associated with major capital expenditure, major construction / capital works.

4. Process

4.1 Application

Partners or spouses of resident rural GPs practising in an Eligible Location can apply for funding through the open-call rounds that will be advertised in the RDWA's ENews and by email to RDWA's list of contacts.

Applicants will complete an on-line form available through the RDWA website.

The application will ask for:

- personal details to establish eligibility;
- detailed description (up to 300 words) of the activity to enable RDWA to assess the application;
- acceptance of terms and conditions for applying for the grant; and
- phone interview to clarify and confirm the application detail as required.

4.2 Assessment

Applications will be assessed on the following basis:

- Location eligibility;
- Applicant eligibility; and
- The activity description.

Where the available funding is limited, priority will be given to partners who have not received a Rural Resident GP Partner Grant in previous rounds.

4.3 Payments

When offering a grant, RDWA will provide the Applicant with a grant agreement for their consideration. The grant agreement will include a payment schedule for eligible items. This Agreement will set out the applicable rates and expenses that can be claimed.

Upon execution of the agreement by the Applicant and the RDWA, the Applicant will be able to submit a Grant Reimbursement Form to access the funding in accordance with the payment schedule.

Evidence of eligible expenses incurred by the Applicant must be attached. The Grant Reimbursement Form will be supplied by RDWA.

RDWA will assess claim forms and, where assessed as complete, pay the Applicant by electronic funds transfer. Where travel and accommodation receipts exceed ATO rates, the ATO rate will be applied.

4.4 RDWA Staff Contact

Successful applicants will be asked to maintain contact with RDWA regarding the progress of their activity and the grant in general, and for liaison regarding publication of the Applicant's receipt of the grant for promotion of the Program.

At the anticipated end date of the activity, the RDWA Staff Contact will ask the Applicant to confirm the completion of the activity via a declaration and ask for their feedback on the Program for evaluation purposes.

RDWA will provide the Applicant confirmation once the requirements of the Agreement have been met.

Details pertaining to the responsibilities of the Applicant and of RDWA will be specified in the Rural Resident GP Partner Grant.

4.5 Debt Recovery

Where an Applicant does not fulfil its agreement with RDWA, RDWA will seek to recover the relevant monies. The Rural Resident GP Partner Grant Agreement will detail the events and process for debt recovery, should that be necessary.

4.6 Complaints

Unsuccessful applicants who wish to discuss the outcome of their application should initially discuss their situation with the RDWA's Manager, GP Support Services.

Should the above not resolve a concern, the Applicant can write to the RDWA Chief Executive Officer requesting final consideration of the issues. A copy of the complaint procedures should be requested from the Manager, GP Support Services prior to pursuing a complaint.

4.7 Independent advice

Applicants should consider the impact of entering an agreement for a financial support payment and seek their own advice regarding their financial circumstance before applying for or accepting an offer of a grant.