



Guidelines for Education Grant Applications

Thank you for your interest in applying for a College of Respiratory Nurses NZNO Education Grant.

Please read the following guidelines for application:

1. Grants may be made to assist **registered nurses, enrolled nurses, nurse practitioners and student nurses who have been members of the College for at least two years** to attend or participate in events related to respiratory nursing that will further their knowledge base of the field they are working i.e. workshops, conferences, study days, seminars, post graduate study etc.
2. Grant applications must be submitted on the College of Respiratory Nurses NZNO Grant Application Form. These forms are available on the College of Respiratory Nurses NZNO website via www.nzno.org.nz and should be forwarded to the College via email at.....
3. Applicants wishing to apply for the College of Respiratory Nurses NZNO education grant must be registered members of the College for at least 2 years.
4. Applications will be considered quarterly at the meeting of the College of Respiratory Nurses NZNO committee. All applications should be received two weeks prior to this. If your application is outside of these meetings and the need is urgent please contact College of Respiratory Nurses to discuss.
5. Grants made will be subject to the availability of funds.
6. **A maximum grant of \$.....** may be awarded.
7. If the grant is not fully used, the remaining funds should be returned to the College of Respiratory Nurses.
8. Written reports-There is an expectation that the knowledge gained should be shared. A report (Approx. 500 words) is required **within 6 working weeks of completion of the study, conference or learning opportunity** for consideration for publication in *Airways*. Your report should include any recommendations for improvements or changes to practice. Please ensure the report is sent in word document format to the College of Respiratory Nurses via email.

In deciding the amount granted, the College of Respiratory Nurses Committee will take into consideration:

- The total amount requested
- Access to other avenues of funding
- Contributions from the employer or other funders
- The length of service of the applicant in respiratory related work
- The number and amount of previous applications and grants awarded.

Individuals may receive a maximum of one funding grant per two year calendar period. For example, if awarded a grant in February 2016 then the next application possible for that individual will be from February 2018.