



THE PAEDIATRIC SOCIETY OF NEW ZEALAND

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Travelling Trust/Education Fund

FUNDING APPLICATION GUIDELINES

Criteria for Funding

The PSNZ is the distributor of the Travelling Trust/Education Fund, the proceeds of which may, at the discretion of the Trustees, be distributed to eligible members of the Society to assist them to attend approved activities (eg conferences/courses/presentations). Preference will be given to attending the Annual Scientific Meeting (ASM) of the Society.

1. The scholarships awarded by the Trust come from the interest generated by funds in the PSNZ Travelling Trust/Education Fund. However, the Trustees have the discretion to award scholarships above the value of interest gained in exceptional circumstances. Applications will be considered for prospective:
 - Short courses
 - Study days
 - Presentations
 - Conferences

Application is through a formal process on the approved form in advance of the Trust meetings. Applications will be considered on the following criteria:

1. The applicant is a fully financial member of the Society (Compulsory)
2. The applicant is known to be active in child health services locally/regionally/nationally (Compulsory)
3. Rational for application
4. Expected benefits
5. Other sources of funding obtained or explored
6. The length of time the applicant has been a member of the Society and the contribution of the applicant to the Society to date.

The decision of the Trustees is final and no discussion will be entered into.

Trust Meetings

The Trustees meet four times a year and dates will be advised on the website. Applications will be considered at these meetings. Your application needs to be received by the Secretary at least three weeks prior to the meeting date. Dates for the meetings in the 2016/2017 year will be posted shortly.

Please note

- 1 Applications must be relevant to the individual's professional development in health related matters and aligned to their scope of practice.
2. The Trust is unable to fund fees for Postgraduate courses.

Responsibilities of the Applicant for Application and Reporting

Application

1. All applicants MUST ensure the following step is completed before their application is forwarded to:
 - PSNZ Educational Trust
 - PO Box 22 234
 - Wellington 6441
 - E-mail:- denise@paediatrics.org.nz

2. Application to have written approval 'signed off' by the appropriate employment authority within your organisation.

Report

1. It is the applicant's responsibility to forward their completed, signed report to the PSNZ Educational Trust Secretariat within one month of the activity.

This report should include information on the following:-

- Comments on the activity
- Your use of the activity learnings
- How have you disseminated these learnings

Funding

1. The Trust may agree to pay part, or all, of the fees and related activity costs.
2. Applicants who have received assistance from other sources will be eligible to apply for funding.
3. Where possible, funds granted will be paid prior to commencement of the activity with the understanding that if the activity is not completed, the applicant will repay the money in full. The applicant will sign an agreement to this effect on the application form.
4. Funds will be granted on documents receipts of payment by the applicant.

Application Process

1. The applicant should complete the Application Checklist, with the endorsement of their Line Manager and Service Manager or whoever holds the appropriate employment authority within your organisation, a completed and signed copy of which must be submitted with the application.
2. Applicant forwards all documents to:
PSNZ Educational Trust
PO Box 22 234
Wellington 6441
E-Mail:- denise@paediatrics.org.nz
3. The Trust Secretariat tables applications at the regular Trust meetings
4. Applicants are informed in writing of the Trustees' decision.

Associated documents:

PSNZ Background Information
PSNZ Educational Grant Application Template and Checklist
PSNZ Educational Grant Course Study Report Template

Membership of the Trust

PSNZ President	David Newman
PSNZ Honorary Treasurer	Maureen Anderson
PSNZ Councillors	Mike Shepherd
	Jean Simpson
PSNZ Administrator	Denise Tringham