



*Hongihongi te rangi hou'
'Smell the fresh air'*

Terms and Conditions 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 are current financial members of the College 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 to the secretary
3. Applications will be considered by the current committee. Please submit your application a minimum of one month prior to the event you wish to attend. You will be notified of the response within a week of the decision being made. If you have questions please contact the College of Respiratory Nurses to discuss. respiratorycollege@gmail.com
4. Grants made will be subject to the availability of funds.
5. **A maximum grant of \$500** may be awarded.
6. If the grant is not fully used, the remaining funds should be returned to the College of Respiratory Nurses.
7. Written reports-There is a requirement 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 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 the secretary's email.
8. The funds are not transferable, they are to be used by the applicant only.

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.

To comply with the Privacy Code

All information regarding your application will be confidential to the NZNO National Office, Wellington.