

GUIDELINES FOR CONFERENCES/COURSES/PROFESSIONAL DEVELOPMENT GRANT APPLICATIONS:

1. The Cancer Society, Canterbury-West Coast Division will support funding for conferences/courses/professional development to a maximum of NZ\$2,500.
Consideration will only be given to nurses, researchers and other personnel working in the area of cancer who are presenting papers. These conferences, meetings and courses must be directly relevant to the investigation and/or management of cancer or assisting those diagnosed with cancer.
2. Grant applications must be received by email on the application form to:
bianca.baillie@southerncancer.org.nz
3. Applications will be assessed once all requested documentation is received. Applicants will be contacted if more information is required.
4. References will be sought by the Chief Executive, prior to reviewing the applications, on the suitability of the applicant and the appropriateness of the meeting/conference to the cancer community.
5. In deciding an amount to be granted, consideration will be given to:
 - **applicants must be presenting papers/posters of their work**
 - applicants working in the Canterbury-West Coast Divisional area.
 - the total cost of the request.
 - access to other avenues of funding.
 - contribution of employer or other funders.
 - value to the work of the Cancer Society.
 - contribution to study of and/or treatment of cancer.
 - the length of service of applicant in cancer-related work.
 - numbers attending from your department.
 - previous application history.
 - no retrospective approval will be made.
 - salary, social & accommodation expenses will not be considered.
 - economy airfares (or cheaper if available).
 - early bird conference fee will receive higher consideration - if this has passed, an explanation must accompany.
6. If the grant is not used (fully or in part) the funds must be returned to the Society.
7. Accountability reports **MUST** be provided by email within 28 days of attending the study/conference, outlining the main benefits to the grantee and his/her work. There will be an expectation that knowledge gained will be shared. Successful applicants must be willing to formally report back to colleagues and the Cancer Society, and to provide information for Cancer Society promotional publications.



Cancer Society of New Zealand
Canterbury-West Coast Division Inc.

P O Box 13-450
CHRISTCHURCH 8141

Telephone: 027 262 9747
Email: bianca.baillie@southerncancer.org.nz

**GRANT APPLICATION
CONFERENCE/COURSE/PROFESSIONAL DEVELOPMENT**

1. Applicant:
[Title] [Surname] [First name/s]

Position:
[Department] [Hours/week]

Employer:

Mailing Address:
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Work: Phone No:

Home: Phone No:

Email:

2. Educational History [only use space provided]

Qualifications Institution Years

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3. Recent Employment History as it relates to this application. Include job title and full or part-time. [Do not use more space]

Institution Years

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4. Amount of Funding Requested: Total NZ\$

Fares NZ\$.....

Registration NZ\$.....

Other [specify] NZ\$.....

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5. Conference/Course Details:

Title/Name:

Dates:

Venue/Town:

Programme details – **a copy of the programme must be attached.**
 Please describe theme of programme and name key presenters.

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What are you presenting? Paper/Poster

Title of paper/poster:

A copy of the abstract you are presenting must be attached.

At whose instigation was this paper prepared? Yours/Invited

Time away from work/New Zealand:

6. Who else from your department/institution/profession locally is attending this conference/course? Please give details, if known.

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7. What other funding have you received or are applying for? Please give details of the agency and amount requested/received.

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8. What contribution is your employer making?

Leave with pay/without pay

Expenses [detail]
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Note – It is the responsibility of the applicant to advise the Cancer Society immediately of the outcome of any funding applications detailed above.

9. Have you received any grants from the Canterbury-West Coast Division in the last 5 years?
YES/NO

If yes, describe purpose, amount and year:

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10. What are your career intentions during the next 5 years?

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11. What are the benefits for attending this course/conference?

To you:

To your employer:

To the community:

12. Please name two referees we can approach to support this application – include email address, postal address & phone numbers.

1.
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2.
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Name:

Date:

Please refer to “Guidelines” above for application & eligibility criteria.