



# Grant Application Information

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- Applications should be read in conjunction with the attached guidelines.
  - Applications should be written clearly
  - All personal information that you provide in these grant applications is protected by the Privacy Act 1988 and in particular by the Information Privacy Principles (the IPPs) contained in section 14 of that Act.
  - GPNNT may use unidentified data for the purposes of strategic planning or evaluation.

Please forward applications for processing to:

**Workforce Program Officer**  
General Practice Network NT  
PO Box 2562  
Darwin NT 0801  
Phone - (08) 8982 1050 (Darwin)  
Email - [recruit@gpnnt.org.au](mailto:recruit@gpnnt.org.au)



## Eligibility Criteria for GP Support Grants

To be eligible for GPNNT Grants a GP must:

1. Be registered as a medical practitioner under the laws of an Australian state or territory and be eligible for registration in the NT.
2. Have a contract of employment or agreement with sponsor/employer for a minimum of one year.
3. Have a contract or commitment to work at least 5 sessions a week.
4. Apply prior to or within two months of taking up a position.
5. If an RACGP registrar, expect to obtain vocational registration within 6 months of applying.
6. Be committed to undertaking orientation and if necessary any additional training required to address the needs of the community.
7. Be relocating to an advertised or nominated position of need.
8. Be able to establish the benefit to the community of any proposed training to be accessed through an GPNNT Orientation and Training Grant.
9. Participate in other assessment processes as relevant.



# Relocation Grant

## Guidelines

The Relocation Grant is provided in order to remove barriers to GPs taking positions in rural or remote NT. As the costs involved in relocating to rural and remote NT can be significant, this grant will cover costs associated with moving the GP, the GP's family and their belongings to a new position.

### Who can apply

The grants are available to all GPs and contract locums relocating to remote areas of the NT or to another remote community within the NT who have a minimum one-year contract or commitment to service and meet the other grant eligibility criteria.

Application can be made prior to taking up a position or within two months of relocation.

### What the grant covers

The Relocation Grant will cover actual costs of travel and accommodation in transit for the GP and family and removal/transport of household goods. Storage for up to a *maximum* of 24 months may also be paid.

Relocation Grants are available only to cover costs within Australia. When a GP is recruited from overseas, payment will only be made on costs incurred after arrival in Australia.

Only appropriate costs will be covered. Evidence of obtaining the best price will be needed - this can be achieved by presenting two quotes.

### What the grant does not cover

Financial assistance towards repatriation to the home state or location at the completion of a GP employment contract should be negotiated directly with the employer as part of normal contract negotiations. GPNNT has no jurisdiction or authority with regard to offers of employment, employment contracts or representations made by independent employers.

### Application Process

A GPNNT Personal and Professional Details form and Relocation Grant application form must be completed and given to the Workforce Program Officer for approval and processing. Evidence of two quotes will be required to ensure reimbursement of removal and other associated costs. The Workforce Program Officer's decision must be ratified by the Manager Workforce Programs or Chief Executive Officer (CEO).

Once the terms of the grant have been agreed, GPNNT will provide a formal agreement outlining the funding and administrative conditions of the grant. Payment will only be made once the starting date of the position has been confirmed and the agreement has been signed.

Payment may be made to the GP on presentation of the claim form provided or directly to the suppliers of the services. Please note that tax invoices are required for all relocation expenses.

### **Limits**

**The total of the grant may be up to a *maximum* of \$20,000 subject to negotiation.**

GPNNT may seek reimbursement if the GP fails to fulfil their commitment. If the GP leaves the community within three months 50% of the relocation grant may be claimed back. If the GP leaves the community within 6 months 25% of the relocation grant may be claimed back.



# Orientation and Training Grant

## Guidelines

The purpose of a GPNNT Orientation and Training Grant is to ensure that a GP taking up a new position in the NT is appropriately orientated to the practice and has the clinical skills to meet the needs of the community.

### Who can apply

The grants are available to all GPs and contract locums relocating to remote areas of the NT or to another remote community within the NT who have a minimum one-year contract or commitment to service and meet the other grant eligibility criteria.

Application can be made prior to taking up a position or within two months of relocation.

### What the grant covers

**Orientation** activities covered by the grant may include:

- cross cultural awareness training
- 4WD training
- an introduction to local and NT health systems
- specific clinical orientation
- an introduction to Medicare
- other activities as may be approved through the assessment process.
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The Orientation Program will not exceed 3 weeks in total.

The grant may also cover cross cultural awareness training for the GP's partner and family as appropriate.

**Training** covered by the grant is intended to up-skill the GP to meet the particular needs of their community.

All courses covered by the grant must be approved by GPNNT.

### Expenses covered by the grant include:

- Accommodation
- Travel
- Salary subsidy of up to \$300 per day
- Course costs (excluding university fees)

The total of the Orientation and Training Grant will be capped as funding is limited.

## **Application Process**

A GPNNT Personal and Professional Details form and Orientation and Training Grant application form must be completed and given to the Workforce Program Officer for processing. The Program Officer will then convene a Grant Assessment Panel, which includes the Workforce Program Officer managing the recruitment, GPNNT Medical Adviser, the employee and an employer representative. The panel is responsible for assessing the application against eligibility criteria and ensuring that the orientation and training requested is appropriate to the needs of the community.

The applicant will be invited to attend an interview, which may be by teleconference. At the interview, orientation and training requirements and the time and place for training will be discussed. The interview will also provide the applicant with the opportunity to seek clarification of issues and discuss relevant personal situations. An Orientation Program as agreed at the interview can be arranged through GPNNT.

The decision of the panel must be ratified by GPNNT.

Once the terms of the grant have been agreed, GPNNT will provide a contract outlining the funding and administrative conditions of the grant.

Payment will be made on presentation of the claim forms provided or can be made directly to the provider. Please note that tax invoices are required for reimbursement of expenses associated with the orientation or training. Payments will be made after completion of activity. No prospective payments will be made directly to the GP.

## **Limits**

**Orientation and training nominated in the grant contract is to be undertaken within three months of commencement except in exceptional circumstances.**

Failure to undertake orientation or training activities within the specified time frame will void the offer. Failure to undertake the orientation activities may be investigated by the Workforce Program Officer. Unavoidable circumstances will be considered fairly; however deliberate avoidance by the GP or the employer may jeopardise continued funding for other grants.