

# **SPOT ON DD GRANT GUIDELINES**

Revised April 2007

## **PURPOSE OF THE GRANT**

Speech Pathologists, Physiotherapists and Occupational Therapists on Developmental Disabilities (SPOT on DD) is a non-profit association set up to support therapists working with people with disabilities.

The grant is available for SPOT on DD members who are either:

1. Conducting research relevant to Speech Pathologists, Occupational Therapists and Physiotherapists in the area of developmental disability, or
2. Studying for a Masters by research or coursework in the area of developmental disability, or
3. Studying for a Doctoral Degree in the area of developmental disability.

## **GRANT MONEY AVAILABLE**

\$4000 (negotiable) is available per financial year.

Depending on the amount of applications received for the grant, and the credibility of such applications, the money may be split amongst applicants, or awarded to a single applicant.

Money will not be given up front. Receipts must be provided to the treasurer of SPOT on DD who will then recoup costs to the successful applicants.

## **GRANT ADVISORY COMMITTEE**

This committee consists of the SPOT on DD President (or nominated alternative), SPOT on DD treasurer, and the Therapy Links (Physiotherapy, Speech Pathology, Occupational Therapy)

## **GRANT CONDITIONS**

- Each applicant must show evidence of being a current member of SPOT on DD.
- Each application will be considered on its merits in relation to the SPOT on DD strategic plan and constitution. Final approval rests with the Grant Advisory Committee.
- Funding is on a financial year basis.
- In the case of funds being provided towards a research project:
  - the Grant Advisory Committee monitors the progress of the project through six monthly financial and project progress reports from the applicant and communications with the committee members.
  - The applicant must present updates on the project and a final report when the project is completed at either bi-annual SPOT on DD workshops or at the conference.
  - Grants may be used for purchasing of technical equipment for conducting the project (for example video camera) with the understanding that any equipment purchased will become the property of SPOT on DD at the completion of the research.

- Expenditure of the grant money must be in accordance with the approved budget and grant conditions. The prior written approval of the SPOT on DD executive committee must be obtained for a transfer of funds between budget items in excess of 20% of the approved amount.
- Use of the grant is at the discretion of the Grant Advisory Committee.

In the case of funds being provided towards Masters or Doctoral Studies:

- The applicant must have already successfully completed at least one semester of their studies.
- The applicant shall provide results of University studies following each semester within that financial year showing satisfactory levels of achievement ie. Pass or above.
- The applicant must present at either a SPOT on DD Workshop or the SPOT on DD conference, whichever is running that financial year.
- Use of the grant is at the discretion of the Grant Advisory Committee.
- If the applicant withdraws from the course, funds shall be repaid to SPOT on DD.

## **APPLICATIONS**

Applications for the grant should be made by completing the SPOT on DD Grant Application Form.

Applications will close each year on 15<sup>th</sup> May, for grants commencing from 1<sup>st</sup> July that year.

In the case of a research project the applicant is required to provide a number of attachments to indicate the nature of the project for which the grant money will be used.

Attachments to include:

- Curriculum Vitae of Applicant
- Project Description
  - Title
  - Purpose of the Investigation
  - Project Objectives
  - Method (include project design, participants, collection of data, evaluation of project)
  - Proposed outcomes.
- Budget Justification (including a breakdown of all costs)
- Proposed Timeframes
- Ethics Application (for Educational Facility or workplace)
- Letter of Approval from Ethics Committee
- Supervisor's names

In the case of Masters or Doctoral Studies the applicant is required to provide the following attachments to the application:

- Curriculum Vitae of Applicant
- Letter of offer from University showing course that applicant is enrolled in
- Budget Justification (including a breakdown of all costs)
- Supervisors name (if applicable)

Applications should be sent to:

President  
SPOT on DD  
PO Box 2283  
Hornsby Westfield, 1635

## **NOTIFICATION OF GRANT**

In the case of a research project the applicant will be advised in writing of the approved budget for the project in respect of which the grant is made.

In the case of Masters or Doctoral Studies the applicant will be advised in writing of how much they can expect to be reimbursed for fees or equipment/resources.

In both cases payment of the grant money is subject to written acceptance of the grant and conditions.

## **ACCOUNTING FOR GRANTS**

In the case of a research project the applicant shall provide a statement of receipts and payments on a six monthly basis. Each statement will certify that:

- i) Monies expended under the grant have been for the purpose of the approved project.
- ii) All cash receipts generated by the grant monies have been brought to account.

In the case of Masters / Doctoral Studies the applicant shall provide receipts showing payment of tuition fees.

## **PROJECT MATERIALS**

In some cases, material produced under the grant (including print, audio, video and computer software) may be required to be approved by the SPOT on DD Grant Advisory Committee before production.

All materials, including publication of the results of an approved project, and workshop presentations shall:

- a) Acknowledge the support of SPOT on DD
- b) Note that the project manager, not the SPOT on DD Grant Advisory Committee, is solely responsible for the content of, and views expressed in any report and/ or related materials unless they have been formally endorsed by SPOT on DD.

## **TERMINATION OF THE GRANT**

In the case of a research project, a grant may be terminated if it is considered that:

- a) The project is not being carried out with competence and diligence or in accordance with the agreement or if satisfactory progress is not being made.
- b) The project manager fails to carry out any obligation imposed by the specified grant conditions or fails to provide information concerning administrative or financial aspects of the project in response to a reasonable request from SPOT on DD, or
- c) The project ceases to pursue the approved objectives.

In the case of Masters / Doctoral Studies, a grant may be terminated if it is considered that:

- a) Unsatisfactory university results are being achieved, or the applicant fails to provide evidence of satisfactory results
- b) The applicant fails to prepare and deliver a presentation at a workshop and / or conference
- c) The applicant fails to carry out any obligation imposed by the specified grant conditions or fails to provide information concerning administrative or financial aspects of the project in response to a reasonable request from SPOT on DD,

### **SPECIAL CONDITIONS**

Special conditions of approval, payment, evaluation and over-sighting may be applied where considered necessary.

# SPOT ON DD GRANT APPLICATION FORM

## **APPLICANT DETAILS**

Name: \_\_\_\_\_

Therapy Discipline: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Work fax number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**If grant is to be used for a project as part of a research project, please provide the following details:**

### **Applicant:**

Current Qualifications: \_\_\_\_\_

Currently enrolled in: \_\_\_\_\_

Institution: \_\_\_\_\_

Research experience: \_\_\_\_\_

### **Supervisor:**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **PROJECT DETAILS**

What stage of development is the project at? \_\_\_\_\_

Amount of money requested \_\_\_\_\_

The money will be used to  fully fund the project  partly fund the project.

If the grant is to partly fund the project, who will provide the remaining funds?

Self  other organisation. Please give details.

\_\_\_\_\_

Please attach the following items.

(See the Grant Application Guidelines for additional information required in each section).

- Curriculum Vitae of Applicant
- Project Description
- Budget Justification
- Proposed Timeframes
- Ethics Application
- Letter of Approval from Ethics Committee

**If grant is to be used to fund part of a university masters or doctoral degree, please provide the following details:**

**Applicant:**

Current Qualifications: \_\_\_\_\_

Currently enrolled in: \_\_\_\_\_

Institution: \_\_\_\_\_

Please attach the following items:

- Curriculum Vitae of Applicant
- Evidence of University Position
- Justification of relevance to Developmental Disability Field
- Budget Justification
- Brief proposal for presentation at Workshop or Conference

Signature: \_\_\_\_\_ Date: \_\_\_\_\_