

# **OUTLINE OF PROCESS FOR APPLYING FOR A CMTAA PROJECT GRANT**

## ***Introduction:***

The purpose of this document is to outline the level of funding available from CMTAA and how to apply for project funding from CMTAA's Research Fund. The process has been kept very simple to encourage applications, and it has been developed to ensure openness and equity in the way these funds are allocated. Following this process should ensure that projects considered most likely to meet CMTAA objectives will receive funding, and those who have contributed the funds are made aware of how they are being used to further CMTAA's objectives.

## ***Background:***

CMTAA receives funds from its members and sustaining partners to assist the Association in meeting its objectives. Membership subscriptions and administration donations are used to enable the CMTAA to manage its administrative functions such as membership, office, newsletter publications and the development and maintenance of the web site. The Association also conducts seminars in Sydney and in its regional areas that are self funded.

Additional funds are provided by members and sustaining partners for research. These currently amount to approximately \$20,000 per year. This level of funding is very modest considering the cost of most research projects and it is the responsibility of the CMTAA Committee to ensure that these funds are used to the maximum advantage in meeting CMTAA objectives.

The Association relies on external organisations and individuals to undertake projects and therefore it needs a policy and process by which funds can be appropriately allocated. Projects which could be considered for such grants need not be medical in nature as they can address other member support initiatives such as gathering statistics or lobbying other funding providers for grants.

## ***Process for funding assessment and distribution:***

The CMTAA Committee undertakes a project assessment and funding distribution once a year. The Sydney Awareness Day Seminar is the Association's annual major event and provides an ideal opportunity to announce project funding, and receive reports from those who have been granted funds in previous years.

The process by which funding applications will be requested and determined is as follows:

- Those proposing a project for which they are requesting funding (in whole or in part) by CMTAA should forward an application to the Secretary of CMTAA by June 30.
- The CMTAA Committee will review all applications submitted by this date, in the period leading up to the Sydney seminar.
- The successful applicant(s) will be announced at the Sydney seminar and if appropriate they will be presented with a cheque on the day.
- All successful applicants will be expected to briefly present (outline) their proposed project at the seminar.
- If the Committee doesn't believe that the applications in any year sufficiently address the CMTAA objectives then it can holdover funds for distribution in the next year.

***Information sought by CMTAA in assessing an application:***

1. Applicant details.
2. Overview of the complete project being undertaken.
3. Stakeholders in the project.
4. Details of the proposed project including timelines and estimated costs for each stage.
5. Identification of the component for which CMTAA funding is being sought, and the amount being requested.
6. Outline of other funding sources for the project and the likelihood that these funds will be provided.
7. Explanation as to how the project (and particularly that part for which CMTAA funding is being sought) will meet the objectives of CMTAA.
8. Explanation as to how the project relates to others being undertaken by the applicant.
9. Explanation as to how the project integrates with others being undertaken in Australia or overseas.
10. Timeline for supply of funding should the application be successful.

***Responsibility of successful applicants:***

All successful applicants will be expected to provide members with regular updates on their project during the period of funding. This should be through an article in the CMTAA newsletter and/or the Sydney seminar.

CMTGAPP 7/13V1