

Know Injury Regional Travel Grant

Injury Matters seeks to build the capacity of practitioners to deliver evidence-informed injury prevention or community safety activities in Western Australia. Know Injury's Regional Travel Grants aim to improve access to injury prevention or community safety training and workshops for those living in regional or remote Western Australia.

Know Injury and the Regional Travel Grants are delivered by Injury Matters and provided by the Western Australian Department of Health.

Am I eligible for a grant?

Applications are open to all professionals working in rural and remote Western Australia, who wish to attend an Injury matters or injury prevention/community safety professional development event. This can include, but is not restricted to, individuals working for WA Country Health Services, Local Governments and other health and injury prevention organisations.

To be eligible for the grant the applicant is required to meet the following criteria:

- Work 100km outside of Perth
- A professional working in health promotion, public health, population health, allied health, social marketing, community development, community safety, crime prevention, aboriginal health, policy or primary care.
- Work on injury prevention, safety promotion or community safety within their current role

What can I use the money for?

We recognise there is a range of costs associated with attending professional development events. However, Regional Travel Grant funds may only be used for the following:

- Registration costs for any of the following:
 - Know Injury professional development events
 - Professional development events that develop skills in the Public Health approach to injury prevention, including surveillance, determinants, intervention, implementation or evaluation.
 - Professional development events that focus on a particular injury or community safety topic, for example road trauma, drownings, self-harm or suicide prevention, alcohol and violence, etc.
- Accommodation near the event's location
- Car mileage (66 cents per km) or flight costs for travel associated with attending the event.

What can I not use the money for?

- To attend training/workshops delivered by the organisation/government for which you work.

How do I apply?

If you meet all of the eligibility criteria listed within this document, you can apply for a grant. The application form can be completed at <http://knowinjury.org.au/grants>.

Grants are ongoing and you must apply for a grant before attending the event. Grants will be assessed on submission and applicants will be notified of the outcome of their application within one week.

Travel grants will be available until funding has been exhausted for each financial year, at which point the Know Injury team will place a notice on the Know Injury website.

How much can I apply for?

Injury Matters understands that the travel costs of attending professional development opportunities will vary between the different regions of Western Australia. Therefore, grant applications are assessed on a case by case basis. Applicants must include all the proposed costs of attending an injury prevention or community safety training or workshop. It is a requirement of receiving the grant that all of the grant money is used for eligible costs associated with attending the event. Funds and GST not spent must be returned to Injury Matters with the grant acquittal due two weeks after attending the event.

Once you receive a grant?

The grant acquittal is due two weeks after attending the event. If the acquittal is not received within this time it may hinder your opportunity to receive future grant funding. The acquittal is mandatory and must include:

- Completed Statement of Expenditure form (which will be provided)
- Original receipts / tax invoices / booking confirmations (must include ABN and organisation details)
- 200-word blog on your experiences at the event, including your key learnings

An overview, article or photos relating to your use of the funds to attend the event are encouraged



Frequently asked questions

How will my application be assessed?

The grant applications will be assessed by a marking panel based on the criteria outlined above. The results of the assessments will be collated to determine the result for each application. If you require further information or feedback relating to the outcome of your application, please feel free to contact the Injury Matters team.

Can more than one individual from the same organisation apply for a grant?

Yes, due to the limited professional development opportunities in regional areas more than one individual is able to apply. However, each individual must submit their own application and each application will be assessed individually.

When will I find out if my application has been successful?

All applicants will be assessed and notified of the outcome of their application within one week of submission.

When will I receive the funds?

Each recipient will receive their funds prior to attending the event. Successful recipients will be required to invoice Injury Matters for the approved costs. Funds will be paid within one week of receiving the invoice.

Do I have to acknowledge Injury Matters and/or The Department of Health in any form of media?

Yes, if you receive funding it is a requirement that Injury Matters and The Department of Health are acknowledged where appropriate. The Know Injury team will be able to assist you with specific requirements.

What if I don't spend all the money?

If all of the funds provided are not spent, the remaining money must be returned to Injury Matters within two weeks following your attendance at the event. It is a requirement of the grants program that Injury Matters is informed of any changes to your proposed budget prior to attending the event.

What if I lose a receipt or invoice?

Please ask the provider for another copy. If you cannot get a replacement receipt you will need to include a statutory declaration letter stating the cost, on your organisation's letterhead.



What if I can no longer attend the event?

When applying for the grant you are declaring that you wish to use the potential grant funds to attend an injury prevention or community safety professional development event. However, we understand that circumstance may arise where you are no longer able to attend. If this does occur each recipient's case will be assessed individually to determine future actions.

When is the Injury Matters team available to discuss application enquiries?

The team's office hours are between 8:30am and 4:30pm Monday to Friday. If you have any questions about the regional travel grants, please contact the Know Injury team on info@knowinjury.org.au or 08 6166 7688.

