Peer Support Networks
Small Grants Program 2019-20

GUIDELINES

Aim

The Peer Support Networks Small Grants Program aims to provide Primary Health Care Managers, Nurses and other Primary Health Care Professionals with resources to facilitate peer support, networking and learning with a focus on quality improvement across the primary health care sector.

Funding

The Adelaide PHN will provide support to enable networks to meet four times within a 12-month period commencing November 2019.

The following funding is available to support network coordination and other nominal costs (such as catering). The grant is for all meetings over a 12-month period. (These funds will be paid on receipt of a tax invoice at commencement of the funding period.)

- Small Group Payment: $500 (ex GST) for networks from 6 up to 15 participants
- Large Group Payment: $750 (ex GST) for networks above 15 participants

Who is eligible to apply for funding?

Individuals and organisations working in primary health care within the Adelaide PHN region can apply for funding - Click here for region

All applications will be considered, however please note we are especially interested in proposals that align with one or more of the APHNs priority areas and promote inter-disciplinary communication.

APHN Priority Areas;
- Aboriginal Health
- Aged Care
- Alcohol and other drugs
- Children and youth
- Culturally and Linguistically Diverse communities
- Digital Health
- Disability
- Health Workforce
- Mental Health
- Palliative Care
- Population Health

For a list of the Peer Support Networks Small Grants Program grant recipients for 2017-18 please click here.

Funding Exclusions

The funding is not to support patient or consumer groups, conferences, established member-only professional association meetings, education sessions, organisation staff only meetings, or internal team meetings.

What can the funding be used for?

The Peer Support Networks Small Grants funding can be used for the following:
- Catering
- Room hire
- Speakers
- Administration costs

What will be expected of grant recipients?

Applicants awarded grant funding will be expected to;

- Undertake network coordination responsibilities (see below)
- Report to Adelaide PHN about meeting times/dates and key contacts for attendance prior to the meetings. Adelaide PHN may attend a network meeting to provide updates or seek feedback on Adelaide PHN activity.
- Submit a tax invoice to Adelaide PHN to receive funds.
- Complete and send to Adelaide PHN:
  - Attendance sheet
  - Meeting report (templates provided)

Network Coordination Responsibilities
Network coordination responsibilities involves one person or a small group of people volunteering to be responsible for organising the network's meetings on a regular basis.

This is a voluntary role and while this will be supported by the Adelaide PHN, coordinators are expected to take responsibility for undertaking the majority of tasks.

Examples of responsibilities required to action a meeting:

Before the meeting:
Liaise with the network members to identify when and where the meeting will be held as well as what content will be covered. In particular, this includes:
- Dates of meeting to be set and agreed upon
- Booking venue and organising catering
- Setting meeting agenda
- Facilitate arrangements for guest speakers (if applicable)
- Sending details of meeting to all members and collating RSVPs

The day of meeting:
- Organisation of the venue
- Liaising with caterer and guest speakers (if applicable)
- Collecting attendance details using attendance sheet
- Chairing the meeting.

After the meeting:
In the days following the meeting the coordinator is responsible for:
- Returning the attendance sheet to Adelaide PHN
- Providing summary of meeting to members via email (if required)

Adelaide PHN will:

- Coordinate and disseminate certificates of attendance following receipt of attendees, as requested.
- Promote the activity of the networks (if agreed by the Coordinator)
- Provide support with identification of speakers (if required)
- Provide access to a resource toolkit including attendance sheet and report template, agenda, minutes and action list templates. Note, this toolkit is for the groups' use only and is not a part of the reporting requirements.

Why would I want to start a network? *Some ideas below*

- A peer to peer forum to share learnings from clinical practice that may impact primary health care and day-to-day activities
- Provide an avenue for discussion on topical issues or trends and sharing of resources and tips; and
- Opportunity to engage with guest speakers to increase understanding on areas of interest and a method of keeping informed on changes or reforms.

How do I apply?

Complete Application Form, available [Peer Support Network Application Form](#)

Applications due by COB Monday 21st October 2019