



### **INFORMATION, TERMS AND CONDITIONS FOR APPLICANTS**

The INSIGHT Development Fund (IDF) Grants are dedicated to providing small grants to individuals or groups who will be:

- Undertaking a university elective or volunteer placement within a developing community
- Establishing or maintaining an existing sustainable project in a developing community
- Attending conferences or conducting research in a field related to the goals and aims of INSIGHT.

IDF Grants will be awarded annually in concordance with the INSIGHT Development Fund Grant Streams. In order to be considered, applicants must submit a sound proposal outlining the use of grant money to directly promote improved health outcomes in an effective and tangible way. This may be through aid provision, education, health interventions, or another suitable manner.

Upon completion of their placement or project, grant recipients will be expected to provide a written report to the INSIGHT committee describing their placement, project, conference or research and confirming the:

- delivery of grant monies
- use of grant monies (which should, where possible, be confirmed by receipts, signed confirmations and photographic evidence)
- outcome of the project or placement, conference or research

### **ELIGIBILITY**

1. To be eligible for funding:
  - a. Applicants must be current INSIGHT members
  - b. Monies must not be used for personal expenditures, including but not limited to travel expenses, accommodation, etc
  - c. Applicants must agree to the terms and conditions of the INSIGHT Development Fund Grant 'stream' of which they are applying for



**Application due dates vary depending on which stream is being applied for. Please consult the INSIGHT website, [www.insight-health@org.au](http://www.insight-health@org.au) if a due date is not listed on the application form.**

**PERSONAL DETAILS – Applicant 1**

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

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

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

University: \_\_\_\_\_

Course/Year Level: \_\_\_\_\_

**PERSONAL DETAILS – Applicant 2 (if applicable)**

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

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

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

University: \_\_\_\_\_

Course/Year Level: \_\_\_\_\_

**Stream Applying for:-**

Please tick

- STREAM A: INSIGHT Aid Grant  (refer to page 3)
- STREAM B: INSIGHT Sustainable Projects Fund  (refer to page 5)
- STREAM C: INSIGHT Conferences and Research Grant  (refer to page 6)

Signed.....

Date.....

Signed.....

Date.....



### **STREAM A: INSIGHT Aid Grant**

The purpose of the INSIGHT Aid Grants are to provide financial assistance for requested equipment, supplies, medications, training or projects in a developing community to be visited by the grant recipient/s. The grant recipient/s will generally travel with these funds and purchase the materials and/or make their donation over the course of their time in the community.

Successful applicants of the INSIGHT Aid Grant will be granted a sum of money which can be used at the recipients own discretion, but must directly benefit the intended community. Applications for an Insight Aid Grant can be made as an individual or group of maximum two. A maximum of \$1000 can be awarded for each INSIGHT Aid Grant.

\*NOTE\* This grant differs from the INSIGHT Aid Project which compiles aid consignments of requested equipment and supplies for recipients to deliver directly to the community visited. For more information or to apply for an aid consignment through the INSIGHT Aid Project please refer to the INSIGHT website – [www.insight-health.org.au](http://www.insight-health.org.au) and follow the links to 'Aid Project'.

#### **1. ELIGIBILITY**

To be eligible for funding:

- Applicants must be current INSIGHT members
- Monies must not be used for personal expenditures, including but not limited to travel expenses, accommodation, etc.
- Applicants must agree to return grant monies to INSIGHT if cancellation of their placement/elective occurs
- Applicants must agree to the conditions of a Stream A INSIGHT Development Fund Grant as outlined in this document

#### **2. INSIGHT AID GRANT PROPOSAL**

To be considered for an INSIGHT Aid Grant, each applicant or group of applicants must submit a short (Max. two pages) proposal that:-

- Shows an understanding of the issues that face the local community whether it be health based, political, cultural or religious
- Shows an understanding of the sort of assistance that could be beneficial to the community and how the applicant plans to be involved
- Shows an awareness of existing community structures, and where possible uses and strengthens these
- Encourages and facilitates community self help and self reliance through local participation and sourcing of aid
- Aims to empower and equip the community to sustain activities after INSIGHT's and the applicant's assistance has ceased
- Benefits groups selected on the basis of need - not on religious, sectarian or political grounds
- Ensures that the grant monies are spent in a cost-effective manner, with proof of adequate needs assessment of the community by means of communication with a local health practitioner



**3. INSIGHT AID GRANT REPORT**

Upon completion of their placement or project, grant recipients will be expected to provide a written report to the INSIGHT committee describing their placement or project, and confirming the: -

- use of grant monies (confirmed by receipts, signed confirmations, or photographic evidence)
- outcome of the project or placement
- difficulties encountered

INSIGHT reserves the right to use this report for publication and as an example for future applicants and supporters of the IDF.

Grant recipients will also be expected to contribute to the INSIGHT Electives Database via the completion of the INSIGHT Electives Database Questionnaire.

INSIGHT acknowledges that undertaking a placement in a developing community can financially burden an individual, and would like to suggest the following as some examples of opportunities for personal financial assistance:

- AMSS Benevolent Fund
- Medical Defence Organisation Elective Grants
- AMA/Doctors Health Fund Student Bursary
- The University of Adelaide

**4. SUBMISSION**

Please provide the following pages in your submission for an INSIGHT Aid Grant:

Page 2- Signed and dated

Page 3, 4- Signed and dated

A short proposal as guided by Point 2

Closing date for applications can be found at the INSIGHT website; [www.insight-health.org.au](http://www.insight-health.org.au)

For postal information, please refer to page 8 of this document.

**5. DECLARATION**

I/We, .....(and)....., submit this application and agree to the terms and conditions of the INSIGHT Development Fund as stated above. I ensure that grant monies will be used for the purposes for which they are provided.

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

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



### **STREAM B: INSIGHT Sustainable Projects Fund**

INSIGHT's Sustainable Projects Fund enables ongoing support of sustainable projects within developing communities affiliated with Insight.

Continuity of care, support and assistance is an integral part of a successful project and INSIGHT continues to look for communities that can benefit from extra assistance, whether it is aid consignments, financial assistance or a physical presence.

If you have visited a community internationally or locally and feel INSIGHT could assist in a long term, locally involved, sustainable project, you can submit an application for the project to be included into the INSIGHT Sustainable Projects Portfolio.

#### **1. ELIGIBILITY**

To be eligible for funding:

- Applicant must be a current INSIGHT member
- Applicant must agree to the conditions outlined in this document

#### **2. PROPOSAL**

Please write your proposal along the following guidelines

- Background
- Goal(s)
- Project purpose and objective(s)
- Description of key activities
- Institutional/community framework
- Financial and institutional sustainability
- Timeline
- Cost

Projects within developing communities will be deemed appropriate by the Insight committee based on a detailed evaluation of the status, suitability and sustainability of the project.

#### **3. SUBMISSION**

Please submit your proposal to INSIGHT by either email or hard copy.  
Address details can be found on Page 8 of this document.

Whilst every effort will be made to support all applications in full, this may not be possible. INSIGHT will endeavour to provide partial assistance where applicable.



**STREAM C: Conferences and Research Grant**

The purpose of STREAM C is to enable those INSIGHT members who are full-time students to apply for assistance to attend conferences or conduct research in a field related to the goals and aims of INSIGHT.

To be eligible for funding:

- Applicant must be a current INSIGHT member
- Application forms must be submitted 6 weeks prior to commencement of the conference
- Research must be deemed in a field related to the goals and aims of INSIGHT by the INSIGHT committee
- Monies must not be used for personal expenditures, including but not limited to travel expenses, accommodation, etc
- Applicants must agree to return grant monies to INSIGHT if they can no longer attend the conference for personal reasons or if the conference is cancelled. Monies must also be returned if research project commitments are not fulfilled.
- Applicant must agree to the conditions outlined in this document





**Insight**  
educate inspire empower

**DEVELOPMENT FUND GRANTS  
APPLICATION FORM 2011**

**INSIGHT Address details**

Please send relevant documents to INSIGHT at the following address

INSIGHT  
C/O AMSS Office  
Level 1 Eleanor Harrald Building  
Royal Adelaide Hospital, Adelaide 5000

Alternatively, email your submission to [chair@insight-health.org.au](mailto:chair@insight-health.org.au)