



COLLEGE SCIENCE WEEK CONFERENCE GRANTS and CHAPTER DEVELOPMENT FUND

Background

The Council of the Australian and New Zealand College of Veterinary Scientists recognises the importance of Chapters as an integral component of the College. It also understands that Chapters are diverse with different requirements. Some Chapters have low membership numbers with a small core group of individuals with energy and motivation to create a scientific program but limited monetary funds. Other Chapters have a larger nucleus of members to organise a scientific program but may not attract the sponsorship support to enable the recruitment of more expensive international speakers. Other Chapters may not commit to a scientific program at Science Week but wish to develop research opportunities for their membership including their younger residents and members.

The College Council wants to support Chapters in these types of endeavours and will make financial grants to Chapters where a budget submission has been pre-approved by Council.

This policy should be read in conjunction with the *Chapter Sponsorship of External Events Policy* and *Chapter Guidelines - Protocol for Expenditure of Chapter Funds*.

Policy

1. College Council has agreed to provide grants to:
 - assist Chapters, which could not otherwise afford to present high-quality scientific programs at College Science Week, including
 - payment for an international keynote speaker to present at Science Week, and
 - preparation of manuscripts for Science Week,
 - pre-Science Week workshops held in conjunction with Science Week, and
 - assist with research projects involving the Chapter such as:
 - prizes for young speaker research projects, and

- funding of a multi-center research project that will benefit many chapter members.
2. Grants will be for an amount up to \$8,000 per Chapter. When making an application for anything outside of a Science Week program, Chapters must ensure they comply with the *Chapter Sponsorship of External Events Policy*.
 3. A Chapter will be eligible to receive a grant in any financial year. A Chapter receiving a grant relating to a Science Week program will still participate in any distribution of surplus funds from Science Week.
 4. Applications must be submitted in writing to the Executive Officer and should include the following:
 - a justification for the funds including a reason why existing Chapter funds cannot be used (including a lack of funds)
 - a costing of the intended use of the funds
 - whether any other Chapters are willing to share a speaker(s) in their program and share some of the costs involved (and if so, how much)
 - a detailed:
 - tentative Science Week program for the relevant Chapter, including names of speakers and topics, and how many sessions they intend to speak at, or
 - summary of the research or pre-Science Week program, including any other Chapters or external bodies that will be involved, and their financial (or in kind) contributions
 - how the *Chapter Sponsorship of External Events Policy* will be complied with (if applicable)
 - the Chapter's current bank balance, and
 - a copy of the latest (or proposed) Chapter annual budget.
 5. Applications should be received by the Executive Officer as early as possible before the intended start of the activity.
 6. Applications will be judged according to the following criteria
 - cost, including financial position of the Chapter
 - how recently the Chapter was formed
 - merit, including potential appeal to members of other Chapters (inter-disciplinary interest)
 - fulfillment of the objectives of the College
 - effect of revitalizing a Chapter that has not been active for some time and Chapter morale generally
 - opportunity for representation of any Chapter in the granting process irrespective of numbers of Chapter members, and
 - contribution the research or workshop will have to young or new Chapter membership in particular, and the College and profession generally.

7. **Under no circumstances should liability for any expenditure be incurred, or any authorization given to any third-party to incur expenses, until Council approval is obtained.**