



**Gerontological Nursing Association of Ontario
Greater Hamilton Area Chapter**

Education Fund Policy

Purpose

The purpose of the Education Fund is to enhance the scholarship and clinical capabilities of Greater Hamilton Area Chapter GNAO members.

Awards

There are three categories of awards:

A) Individual Awards

The number of awards and the amount of each award (not to exceed \$500) will be determined by the Greater Hamilton Area Chapter GNAO Executive based on the number of applications and the quality of the submissions. One recipient will be a student member.

Recipients will receive partial financial reimbursement for scholarly activities that are directly related to gerontological nursing practice. This could include:

- courses, seminars, certificate programs, attendance at conferences (e.g., CGNA)
- course work at a recognized college or university where the topic is related to gerontological nursing practice – members may apply every two years for course funding, but priority will be given to first-time applicants.
- CNA Gerontological Nursing Certification Exam

(B) Funding for an educational program or resource (up to \$500) that will benefit a group of individuals in a long term care or retirement home setting. This could include:

- A train-the-trainer workshop
- A video or toolkit
- A webinar series

(C) Registration for the GNAO Bi-Annual Conference will be covered for a limited number of members who apply to attend. Recipients will be chosen on a first come, first served basis. The deadline for applying for payment of the registration fee for this conference (held bi-annually in April) will be the end of February of the year in which the conference is being held.

Eligibility Criteria

To qualify to apply for the award applicants will:

- have a current GNAO membership **in the Greater Hamilton Area Chapter** and be in their third membership year (except in the case of student applicants who will be in their second membership year and have attended at least one Chapter event)
- be participating in an educational activity relevant to knowledge and practice in the field of gerontological nursing
- be a Director of Care, administrator, or educator to be eligible for funding in category B

Application Requirements

Applicants will submit an electronic application that includes:

- Completed Education Fund Application Form
- Current Resume/Curriculum Vitae, including educational background, professional nursing experience, and professional/volunteer activities
- Copy of the receipt of payment for the educational event
- For funding in category A: One-page (double-spaced) summary describing the scholarly pursuit and its relevance to the applicant's professional practice and own professional development
- For funding in category B: One-page (double-spaced) proposal describing how the funds will be used

Submit the application to: **Maureen Montemuro** (mmontemuro@gmail.com). If you have any questions about completing the application please contact: **Maureen Montemuro** (mmontemuro@gmail.com) or **Esther Coker** (ecoker@cogeco.ca).

Deadline for applications: Friday, April 27, 2018 and Friday, October 19, 2018. For the GNAO Conference, the application deadline is Wednesday, February 28, 2018.

Review Process

The Greater Hamilton Area Chapter GNAO Executive will annually appoint a Chair to assemble a team of three (3) reviewers from the GNA membership to assess the applications. The Greater Hamilton Area Chapter President or delegate will prepare the applications for BLIND REVIEW. The Awards Committee will score each application based on the following review criteria. The Awards Committee will make recommendations to the Greater Hamilton Area Chapter GNAO Executive. The number of awards and their value will be left to the discretion of the Greater Hamilton Area Chapter Executive.

Review Criteria

- Is the relevance of the educational initiative to the applicant's professional practice clearly stated?
- Is the relevance of the educational initiative to the applicant's individual professional development clearly stated?
- Is the educational initiative itself clearly described (course/workshop/conference objectives):
- Consideration will also be given to each applicant's years of active GNAO membership, community organization membership positions, last successful funding from this source, and attendance at Greater Hamilton Area Chapter GNAO educational events.

Administration of Funds

Once applicants have been selected by the review process to be awarded funding, the full amount of the award will be transferred to the successful applicant.

Presentation of Awards

A letter with a cheque enclosed will be sent to successful award applicants when the review process has been completed. Awards for both the April and October deadlines will be officially announced at the Hamilton Chapter GNAO AGM in October. Award winners will be encouraged to attend the AGM.

Final Report

A brief final report, summarizing the activities made possible by the fund will be submitted by the Education Fund chair to the President of the Greater Hamilton Area Chapter GNAO for inclusion in the annual report.

Next Deadline for Applications: Applications are due Friday, April 26, 2019.



**Gerontological Nursing Association of Ontario
Greater Hamilton Area Chapter**

Education Fund Application Form

Surname: [Click here to enter text.](#)

Given Name: [Click here to enter text.](#)

Present Address: [Click here to enter text.](#)

Permanent Mailing Address: [Click here to enter text.](#)

Home Telephone #: [Click here to enter text.](#) Business Telephone #: [Click here to enter text.](#)

CNO Registration #: [Click here to enter text.](#)

Years of Membership in GNAO: [Click here to enter text.](#)

Description of Educational Initiative

Name of Educational Program/Course/Conference/Event: [Click here to enter text.](#)

Educational Facility/Program Sponsor/Organizer: [Click here to enter text.](#)

Cost to Applicant of Registration/Tuition: [Click here to enter text.](#)

Have you received additional funding from another source for this event?: [Click here to enter text.](#)

Applicants will submit an electronic application comprised of:

- Completed Education Fund Application Form
- Current Curriculum Vitae, including educational background, professional nursing experience and professional/volunteer activities
- Essay outlining professional benefits of the educational endeavor (not to exceed one double-spaced page)

Submit the application to: **Maureen Montemuro** (mmontemuro@gmail.com). If you have any questions about completing the application please contact: **Maureen Montemuro** (mmontemuro@gmail.com) or **Esther Coker** (ecoker@cogeco.ca)