

FAMSACA Local Education and Networking Program

Funding Guidelines and Activity Proposal Template

Purpose

The Forensic and Medical Sexual Assault Clinicians Australia (FAMSACA) Local Education and Networking Activity Program supports state-based and regional member-led activities that strengthen professional networks, foster peer learning, promote clinician wellbeing, and advance excellence in forensic and medical responses to sexual violence.

Recognising the unique challenges of providing forensic and medical sexual assault care across diverse jurisdictions and service models, FAMSACA encourages members to develop locally relevant activities that facilitate collaboration, knowledge exchange and workforce sustainability.

Funding is available to support small group educational, professional development, networking and peer support activities aligned with FAMSACA's strategic objectives.

Objectives

Funded activities should contribute to one or more of the following objectives:

- Enhance knowledge and clinical expertise in forensic and medical sexual assault care.
- Promote interdisciplinary collaboration and peer learning.
- Encourage sharing of best practice, innovation and research.
- Strengthen professional support, reduce professional isolation and support workforce retention and development.
- Build local communities of practice within and across jurisdictions.

Eligible Activities

Examples of eligible activities include:

Educational Activities

- Journal clubs
- Case-based discussions
- Clinical updates
- Workshops or skills sessions
- Expert guest presentations
- Research presentations
- Simulation or scenario-based learning

Networking and Community Building Activities

- Local member networking events
- Peer support meetings
- Collaborative service development meetings

Hybrid Activities

Activities that combine education, networking and peer support are encouraged.

Examples include:

- Dinner meeting with guest speaker
- State-based forensic update forum
- Regional clinician networking and case review session
- Education day combined with peer support activities

Funding Principles

Activities should:

- Be led by FAMSACA members.
- Be accessible to clinicians working in sexual assault and forensic medicine.
- Promote inclusivity and multidisciplinary participation.
- Be aligned with FAMSACA's values and strategic priorities.
- Avoid commercial influence or conflicts of interest.

Funding may be used for:

- Venue hire
- Catering and refreshments
- Speaker expenses
- Educational resources
- Audio-visual support
- Reasonable travel costs for invited speakers

Funding will generally not be provided for:

- Alcohol
- Individual professional memberships
- Equipment purchases
- Activities that duplicate existing funded programs

Funding Guidelines

FAMSACA aims to support a broad range of member-led activities across Australia and encourages cost-effective, locally relevant initiatives that promote professional development, networking, collaboration and workforce sustainability.

Funding requests will generally fall within the following categories:

Activity Type	Funding Available
Small Activity (5-10 people)	Up to \$500
Standard Activity (10-25 people)	Up to \$1,000
Major State-Based Activity	Up to \$2,000

Applicants are encouraged to utilise existing venues and resources where possible, including health service, university or community facilities, to maximise the impact of available funding.

Application Review and Notification

Applications will be reviewed by the FAMSACA Executive Committee at the next scheduled committee meeting following submission.

Applicants will be notified of the outcome of their application within one week of the meeting. The Executive Committee may:

- Approve the application as submitted.
- Approve the application with modified funding.
- Request further information before making a decision.
- Decline the application.

Applicants are encouraged to submit proposals at least six weeks prior to their planned activity date to allow sufficient time for review, notification and event planning.

Activity Requirements

Participants

Activities should generally involve:

- A minimum of five participants.
- Predominantly FAMSACA members, although non-members may attend where appropriate.

Format

Activities may be delivered:

- In person
- Virtually
- Hybrid format

Activity Lead Responsibilities

The nominated Activity Lead will:

- Coordinate planning and delivery of the activity.
- Manage the approved budget.
- Maintain attendance records.
- Collect participant feedback.
- Submit a brief post-event report.
- Ensure funds are used only for approved purposes.

Application Process

Applications should be submitted at least six weeks prior to the proposed activity date.

Applications will be assessed by the FAMSACA Executive based on:

- Alignment with FAMSACA objectives.
- Anticipated benefit to members.
- Budget justification.
- Potential for ongoing engagement and collaboration.

Post-Activity Reporting

Within four weeks of the event, the Activity Lead must provide:

1. Attendance record.
2. Brief educational output from the activity including key outputs/learnings.
3. Participant feedback summary.
4. Expenditure statement and receipts.
5. Photographs (optional and with appropriate consent).

Knowledge Sharing and Educational Outputs

A key objective of the FAMSACA Local Education and Networking Activity Program is to ensure that learning generated through funded activities benefits the broader membership.

As a condition of funding, organisers will be required to provide a brief educational output following the activity. This may include:

- A one-page summary of key learning points.
- A summary of case discussions or practice insights (with all identifying information removed).
- A short presentation or slide deck.
- A resource list or reading summary.
- A reflective piece highlighting lessons learned and opportunities for future collaboration.

- A recording of a presentation (where appropriate and with speaker consent).

Educational outputs may be shared with the wider FAMSACA membership through newsletters, webinars, or the FAMSACA member portal forum.

Recognition

Funded activities should acknowledge FAMSACA support in promotional materials and presentations.

Proposal Template

Applicant Details

Name:

Position:

Organisation:

State/Territory:

Email:

Phone:

FAMSACA Member: Yes / No

Activity Details

Activity title:

Proposed date(s):

Location:

Delivery format:

☐ In-person

☐ Virtual

☐ Hybrid

Estimated number of participants:

Target audience:

Activity Description

Please provide a brief overview of the proposed activity, including:

- Purpose of the event
- Educational and/or networking components
- Proposed agenda
- Speakers or facilitators (if known)

Alignment with FAMSACA Objectives

Please describe how the activity will:

- Support forensic and medical sexual assault clinicians
- Enhance knowledge, skills or collaboration
- Promote networking, peer support or workforce sustainability

Expected Outcomes

What outcomes do you hope to achieve?

Examples:

- Increased clinician knowledge
- Improved inter-service collaboration
- Development of local networks
- Identification of shared challenges and solutions
- Enhanced clinician wellbeing and engagement

Budget Request

Item	Cost (AUD)
Venue	
Catering	
Speaker costs	
Resources	
Other	
Total funding requested	

Please provide a brief justification for each item.

Evaluation Plan

How will the success of the activity be evaluated?

Examples:

- Attendance numbers
- Participant feedback survey
- Informal evaluation discussion
- Follow-up networking activities
- Identification of future educational priorities