



Australasian College  
for Emergency Medicine

# ACEM Foundation International Development Grant Applicant Guide

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[acem.org.au](https://www.acem.org.au)

## Document Review

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Timeframe for review:	Every two years, or earlier if required
Document authorisation:	Global Emergency Care Committee
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Document maintenance:	Coordinator, Global Emergency Care

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
V1	April-24	Approved by Global Emergency Care Committee
V2	August-24	Updated by GECCo IDG working group

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## 1. Introduction

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The purpose of the ACEM Foundation International Development Grant Applicant Guide (Guide) is to provide information to assist potential applicants prepare their grant application for the ACEM Foundation International Development Grant (IDG) round. This Guide should be read in conjunction with the ACEM Foundation Grants Policy (FND915) (Policy) and IDG Application Form (AP392).

## 2. What is the IDG?

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One of ACEM's strategic goals is to support locally led capacity development to deliver safe and effective emergency care in Low- and Middle-Income countries in the Indo-Pacific region. The ACEM Foundation philanthropic program provides opportunities to improve and develop emergency care in low- and middle-income countries, by offering a monetary sum, the amount of which is fixed periodically by the ACEM Foundation Committee to Fellow or Trainee members to support such projects.

The purpose of the IDG is to promote the development of emergency care in developing countries and provide an opportunity for members to proactively engage in capacity building activities. The awarding of a grant can be expected to achieve this by:

- Delivering teaching, training, or capacity building;
- Developing resources for use in developing countries;
- Promoting and supporting emergency medicine in developing countries;
- Enhancing the status of emergency medicine within developing nations.

This grant focuses on developing countries as defined in the [ACEM Policy on Defining 'Developing Country' \(COR446\)](#).

For applications to be considered eligible, the grant activities ideally align with ACEM's definition of development activities as defined in the ACEM Development and Non-Development Definitions Policy (COR874). These activities also are to ideally align with the ACEM Development Principles for Global Emergency Care Policy (COR875) and GEC Partnership Engagement Policy (COR908).

The ACEM Global Emergency Care Committee (GECCo) is the programmatic entity responsible for the oversight of the application, assessment, monitoring and reporting of IDG funded activities.

Grant applications must be submitted as outlined in the annual IDG expression of interest (EOI) process. Application forms must be submitted before the advertised deadline and be complete. Please note that the grant application process does not obligate ACEM to award a grant.

## 3. Who can apply?

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Fellow and FACEM Trainee of ACEM are eligible to apply for the IDG if they:

- Are of good standing with the College;
- Have completed any previous IDG funded project and met all the ACEM reporting obligations, including the completion of the 'Project outcome Report' as outlined in the ACEM Foundation Grants Policy.

## 4. What might be funded?

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The International Development Grant will not support costs associated with:

- As per section 7.5 from ACEM Foundation Grants Policy (FND915)
- Examples of costs that would not be considered appropriate for funding include, but are not limited to:
  - non-economy airfares\*;
  - equipment not owned by, or equipment which is deemed inappropriate for, the partner organisation;
  - recreational activities and social functions;
  - activities which are, or could easily be, funded from another source.

\* FACEM airfares and accommodation – justification to be provided if this is not able to be self-funded as an in-kind cost by the FACEM.

## 5. What funding is available?

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Parameters of the grant are:

- Up to \$50,000 (AUD) is available for the 2024 ACEM Foundation IDG
- Projects must be commenced within 12 months from receiving notification of being a recipient
- Members can only submit one application
- All costs associated with the proposed project should be included in the budget

## 6. What are the assessment criteria?

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Eligible applications for the grant will be assessed according to the extent to which the project demonstrates evidence of:

- **Context and identified needs:** the project proposal will have identified needs, with local participation and agreement. The context of the project environment (resources, contacts) will be summarised.
- **Aim(s):** the project aim(s) must be clearly stated. The aim(s) will match the identified needs and be both appropriate and realistic, given local resource constraints.
- **Activities:** the project activities should match the aim(s) and must be clearly stated. A comprehensive outline of activities, including a list of the types of personnel delivering those activities and the timing of activities, is expected. Multidisciplinary participation is strongly encouraged; local partner participation is essential
- **Outcomes:** outcomes should match the described activities and may include, for example:
  - number of participants;
  - skills and knowledge transfer; and
  - level of satisfaction of participants.
- **Evaluation:** the plan for project evaluation must be described. The project proposal will identify what will be an indicator of success and how it will be measured. Following completion of the project, a comprehensive and auditable project report will be provided to the GECCo and ACEM Foundation on the Acquittal Report Form provided to the recipient.
- **Sustainability:** the project proposal will justify its value by outlining how its aim and objectives will be achieved in a sustainable fashion. Follow-up activities and linkages are desirable.
- **Linkages and Commitment:** the project proposal will clearly demonstrate strong linkages between the partner organisation(s) and key stakeholders. Commitment from the partner organisation(s) and key stakeholders will be demonstrated through documented agreement on all components of the project proposal. In addition, need to indicate the level of local support and if it is a locally driven initiative.
- **Alignment with other ACEM GEC Projects and Partnerships:** the project proposal will outline its alignment with other relevant ACEM GEC projects and relevant ACEM's key partnerships, including MoUs, RoUs and statement of intent. This will include how the project will interact with the ACEM GEC projects and

partners. This process may involve consultation with the ACEM GEC Country Liaison Representative and/or Regional Liaison Representative for the country involved.

- **Budget:** the proposal must clearly detail project costs, including those for which the IDG would be utilised. Details of other funding applied, or secured in-kind support for the project must be included. Preference for IDG allocation will be given to a proposal seeking funds for in-country activities.

The maximisation of local health resources and cost-effective approaches to the development of global emergency care is highly valued. As such ACEM reserves the right to not support requests for funding of items, or projects, which are considered to not be cost effective and/or directly related to the success of the project.

## 7. When is the IDG open for applications?

The IDG will be open for applications annually for two months from late January to March. It will be next open from **late January to March 2025**.

## 8. Background information and resources

The following resources and information may assist with the completion of the grant application.

Application question	Resource or source of additional information
All	Examples of previous IDG projects and reports - refer to the 'Honour Roll' on the ACEM Foundation IDG webpage:  <a href="https://acem.org.au/Content-Sources/Advancing-Emergency-Medicine/ACEM-Scholarships,-Awards-and-Grants/Grant/International-Development-Fund-Grant">https://acem.org.au/Content-Sources/Advancing-Emergency-Medicine/ACEM-Scholarships,-Awards-and-Grants/Grant/International-Development-Fund-Grant</a>
2.7	Recommended monitoring and evaluation frameworks and examples of each are below: <ul style="list-style-type: none"> <li>• Logframe framework: <a href="https://tools4dev.org/resources/logical-framework-logframe-template/">https://tools4dev.org/resources/logical-framework-logframe-template/</a></li> <li>• Theory of change framework: <a href="https://www.changethegameacademy.org/shortmodulepage/monitoring-and-evaluation/tool/">https://www.changethegameacademy.org/shortmodulepage/monitoring-and-evaluation/tool/</a></li> </ul>
2.9	Contact the ACEM GEC Desk via <a href="mailto:gecnetwork@acem.org.au">gecnetwork@acem.org.au</a> for: <ul style="list-style-type: none"> <li>• Background details on current ACEM GEC initiatives and partnership arrangements in the country in question</li> <li>• Contact details of the relevant GEC country liaison representatives and/or regional liaison representatives</li> </ul>

## 9. What are the funding conditions?

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### Alignment with ACEM GEC Policies

Ideally the IDG partner organisations align with the relevant ACEM GEC policies. Contact for assistance with this requirement via email [gecnetwork@acem.org.au](mailto:gecnetwork@acem.org.au).

### Funding agreements

Successful applicants are required to enter into an agreement with ACEM. It is recommended that applicants review the terms and conditions outlined in the Policy before applying to ensure all obligations can be met as the terms and conditions will not be negotiable.

### Tax implications

Applicants should consult their local taxation authority or seek professional advice on the implications that may arise from being a recipient of grant funding.

### Acknowledging the ACEM Foundation

Successful applicants must acknowledge the financial or other support was *provided by the Australasian College for Emergency Medicine Foundation* in any publications, promotional materials, announcements, events and activities in relation to the activity, or any products or processes developed as a result of it.

### Payments

Payments will be made providing:

- Your grant application was successful
- All due diligence and related conditions are met
- The funding agreement has been signed by both parties and returned to [gecnetwork@acem.org.au](mailto:gecnetwork@acem.org.au) by the date specified in the email notifying you of your success.

### Monitoring and Reporting

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the Grant Agreement.

## 10. What is the application process?

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- Applications are submitted via the electronic application form
- You will be asked to complete the proposed budget in AUD
- Make sure your application is submitted by the due date.

## 11. Contacts and additional information

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If you have any questions, please contact the ACEM GEC Desk: [gecnetwork@acem.org.au](mailto:gecnetwork@acem.org.au).

## 12. What is the notification process?

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Successful and unsuccessful applicants will be notified by email after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

## 13. Checklist

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Please ensure you have:

- Read this Guide and the Policy carefully
- Checked if you are eligible for this grant funding
- Checked if your proposed activity or project is eligible for this grant funding
- Checked that you will be able to meet all ACEM's due diligence requirements.

## 14. Related ACEM documents

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[ACEM Policy on Defining 'Developing Country' \(COR446\).](#)

[ACEM Development and Non-Development Definitions Policy \(COR874\)](#)

[ACEM Development Principles for Global Emergency Care Policy \(COR875\)](#)

[ACEM GEC Partnership Engagement Policy \(COR908\)](#)

[ACEM Foundation Grants Policy \(FND915\)](#)

ACEM Foundation International Development Grant application form (AP392)



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