

CBNS Carer's Support Fund **Guidelines and Eligibility**

Purpose

To outline the procedures of the CBNS Carer's Support Fund.

Introduction

CBNS members who have primary carer responsibilities are invited to apply for the CBNS Carer's Support Fund. Primary carer responsibilities include caring for dependants such as children, elderly, incapacitated or disabled family members. CBNS members that are not primary carers but can demonstrate that the CBNS work commitment will incur extraordinary carer costs they may also apply for the CBNS Carer's Support Fund.

The CBNS recognises that some members have carer responsibilities that may limit their access to opportunities for the development of their careers. The CBNS Carer's Support Fund is an initiative to support CBNS staff and students (Masters and PhD) that are primary carers. The CBNS Carer's Support Fund will assist the recipient by contributing to 'extraordinary carer costs' associated with caring for a dependant while the recipient is undertaking work related to, or affiliated with, the CBNS. This work may include (but is not limited to) attending a conference or meeting, visiting a CBNS collaborating organisation, or to undertake research training.

Definition of Primary Carer Responsibilities

The definition of primary carer responsibilities is where a person has the primary and sustained responsibility for the care of a dependant family member including:

- Children up to 18 years of age
- Elderly parents or other relatives
- Children or relatives with a disability

Financial Assistance

Funding under the CBNS Carer's Support Fund is for 'extraordinary carer costs' only. It is not a substitute for existing childcare or other related costs of caring for a dependant. It is available for additional care costs associated with time away from caring for the dependant family member.

1. Extraordinary carer costs may include, but are not limited to:
 - Airfare for a child to travel with the Applicant.
 - Travel costs for a relative to accompany the Applicant and to care for the dependant while the Applicant is away working.
 - Hire of a nurse/carer for additional caring responsibilities while the Applicant is away working.
 - Before and after school care for children while the Applicant is away working.
 - Hire of a carer at the location of the work-commitment.
2. Applications for the CBNS Carer's Support Fund are invited throughout the year and are awarded based on need.
3. Recipients of the CBNS Carer's Support Fund are required to use the funding within six months of receiving the grant.
4. The Applicant may receive financial assistance valued up to \$1000. Any reimbursement may incur Fringe Benefits Tax (FBT)¹ which must also be paid for from the \$1000 allocated. *Refer to Table 1.*
5. Original receipts will be required to acquit the fund and release the payment, paid via the finance system as a reimbursement.

Eligibility

Applicants must meet the **Eligibility and Application Criteria**:

1. Must be CBNS staff, or students (Masters and PhD).
2. The Applicant's request for funding must be supported and signed by the Applicant's supervisor.
3. The Applicant must be a member of CBNS for a minimum of six months before the application date.
4. Applicants must be in an ongoing or a fixed-term contract that expires no earlier than five-months from the application date².
5. The Applicant agrees to provide a written contribution to the CBNS website within three weeks of the conclusion of the work commitment.
6. The CBNS reserves the right to deny funds to Applicants who misrepresent their funding needs.
7. CBNS members wishing to apply who are not primary carers will need to show that the CBNS work commitment will incur extraordinary carer costs.
8. If there is a change in circumstances after approval of the Fund meaning that the Fund is no longer required for the proposed activity, the Applicant must immediately notify CBNS to explain. Applicants will be quickly advised if they are still eligible for the Carer's Support Fund.

Application Criteria

Complete the application form [link](#).

1. Explain the intended use of the CBNS Carer's Support Fund and how it will contribute towards career goals, including expected outcomes.
2. Provide a brief budget outline, which demonstrates that the proposed items/activities are carefully planned and ultimately feasible; show the allocation of the funds up to \$1000. It is the responsibility of the Applicant to identify if FBT will be incurred and to include this cost in the budget outline.
3. Include a statement of support from the Applicant's supervisor for approval of travel listing the start/end dates of the work contract, or for students, the start date and the expected end date.
4. If the funds are to be used for a conference, provide evidence/supporting documentation related to acceptance, examples of this are abstract submissions or confirmation of workshop registration.
5. Applications must be received six weeks before the event.
6. Forms must be signed by the Applicant and the Supervisor.

Ratification of Applications

1. Applications are invited throughout the year.
2. The Applicant may apply more than once; however, priority will be given to those applicants not previously supported by this funding initiative.
3. Should the number of applicants exceed the funds allocated by CBNS to this initiative, priority will be given to those at the early stages of their careers.
4. The Review Committee will be comprised of a Node Leader and two senior academics located at a node that is different from the Applicant.
5. The nominated recipient of the CBNS Carer's Support Fund must have met the **Eligibility and Application Criteria**.

Applications are invited throughout the year but must be received six weeks before the event. Please submit the application form and supporting documentation to CBNS Centre Manager, Natalie Jones (natalie.jones@monash.edu) with the subject line: "CBNS Carer's Support Fund."

Please note that incomplete application forms will not be accepted.

Options for extraordinary care	FBT (yes/no)
Care at home: Before and after school care for children while the Applicant is away working.	Y
Additional childcare/nursing costs while the Applicant is away working.	Y
Additional childcare days as care is usually part-time.	Y
Care on-site: Rentals of an apartment style accommodation with multiple bedrooms to accommodate the carer/child.	Y – the difference in price only
Provision of extra meal allowance for carer/child.	Y
Airfare for a child to travel with the Applicant.	Y
Airfare for a relative to accompany the Applicant so that they can care for the dependant while the Applicant is away working.	Y
On-site childcare/nursing costs while the Applicant is away working.	Y
Additional childcare days when care is usually part-time.	Y
Hire car/taxi costs for transporting child (include hire of a baby capsule).	Y -exceptions may apply
Parking costs.	N
Additional public transport costs for child/carers.	Y

Table 1: FBT allowances for CBNS Carer’s Support Fund

¹For further information on FBT, please visit the [Australian Tax Office FBT webpage](#).

²If a contract ends sooner than five-months from the application date; eligibility can be attained by the provision of supporting evidence stating that a contract renewal is expected and that it will cover the period extending five-months from the application date. This statement, completed by the relevant supervisor, must be uploaded as part of the application process.