

INSTITUTE OF PRIVATE PRACTISING PSYCHOLOGISTS

ARDELIS AWARD

The Ardelis Award (**Award**) was created to provide opportunities to members of the IPPP. The Award represents the IPPP's continued efforts to represent member's interests. It provides financial assistance to members to purchase goods or services that are directly applicable to their practise of psychology.

ELIGIBILITY

1. Applications are open to all current financial members of the IPPP, without restriction (**Applicants**).
2. The Applicant must complete the Application Form, (**Application Form**) which is prescribed by the Executive Committee of the IPPP (**Executive Committee**), from time to time (each an **Application**), and comply with the Application Guidelines (**Application Guidelines**) as set out in Schedule 1.

NUMBER OF AWARDS

3. The IPPP will hold up to 5 meetings a year which, amongst other things, will be specifically designated to consider Award Applications (**Designated Meeting**). These meetings will be advertised and open to all financial members of the IPPP.
4. The IPPP may grant up to 2 Awards at each Designated Meeting.
5. The IPPP is not required to grant any Awards at a Designated Meeting.

APPLICATION PERIOD

6. Applications for the Award will be accepted by the Executive Committee up until 6pm (CST) on the Friday immediately prior to the Designated Meeting, where the Applications will be considered (**Application Period**).
7. The Executive Committee retains the right to cease accepting Applications and to review the operation of the Ardelis Award at any time. Should this occur, the Executive Committee will notify the membership via email and/or a newsletter, and/or by any other means deemed suitable.

HOW TO APPLY

8. To apply, Applicants must complete and submit an Application Form.

9. Only one Application from the same Applicant may be received within each Application Period. There is no limit to how many times an Applicant may apply for an Award, other than when an Award has been granted to the Applicant (refer to point 10).
10. Only one Award per Applicant will be granted within a two-year period. Successful Applicants may submit further Applications once the two-year period has passed. The two-year period will commence from the Date the Award is conferred.
11. Applications will be deemed accepted at the time of actual receipt by the IPPP and not at the time of transmission. Applications received will be assessed as final by the IPPP in its absolute discretion. Incomplete, inaccurate, erroneous, ineligible or incomprehensible Applications will be deemed invalid. The IPPP accepts no responsibility for late, lost or misdirected Applications.
12. The Executive Committee reserves the right to request further information and/or to meet with any or all Applicants or require a presentation from any or all Applicants. If the Executive Committee deems this necessary, the Applicant/s will be advised of this prior to the Designated Meeting.

CONSIDERATION OF APPLICATIONS

13. Each Application will be considered on its merits by the Executive Committee and any other financial member of the IPPP who attend a Designated Meeting. Each Application will be considered in accordance with the Application Guidelines outlined in Schedule 1, which form part of these Terms and Conditions.
14. Applications will be considered by the Executive Committee and all financial members of the IPPP who are in attendance at a Designated Meeting. The following conditions will apply:
 - a. The Award(s) will be decided by a confidential vote of the Executive Committee and all financial members in attendance at the Designated Meeting.
 - b. Applicants will not be allowed to vote.
 - c. There may be multiple rounds of voting:
 - i. The first vote will be to determine if zero, one or two Awards will be made at the particular Designated Meeting.
 - ii. If one or two Awards are agreed upon, the second vote will be to determine the first (or sole) successful Applicant.
 - iii. If two Awards are agreed upon, the third vote will be to determine the second successful Applicant.
 - d. A majority vote will be considered to decide the matter:
 - i. The voting papers will be opened and tallied in full view of all those who voted and will be recorded in the Minutes of the meeting.

- ii. There will be no avenue to dispute the vote.
- e. In the event of a tie, a second vote on the matter will occur.
 - i. If the vote remains tied, the President will have the casting vote.
 - ii. In the event that the President is an Applicant, then another member of the Executive Committee, who is not an Applicant, will have the casting vote.

DECISION

15. A successful Applicant will receive a monetary grant of either \$500 or \$375 (plus GST if the successful Applicant is registered for the GST). The amount of the grant will be determined by type of membership held by the Applicant:
- a. If the Applicant is a Full-time Practice Member of the IPPP, the grant will be for \$500 (+/-GST).
 - b. If the Applicant is a Part-time Practice or Associate Member of the IPPP, the grant will be for \$375 (+/-GST).
16. A successful Applicant is responsible for payment of all extra or additional costs in connection with the Award and with what the grant will be spent on.

GENERAL

17. The Award must be taken as offered and cannot be varied. The IPPP accepts no responsibility for any tax or welfare benefit impact or similar implications that may arise from the Award. Independent financial advice should be sought.
18. As a condition of entry, an Applicant consents, in the event they are successful, to the IPPP using the Applicant's name, likeness, image and/or voice (including photograph, film and/or video clip or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Award (including any outcome).
19. The Applicant agrees, in the event they are successful, to participate in all reasonable promoted activities in relation to the Award as requested by the IPPP and its agents.
20. The Award will be provided within 30 days of the Designated Meeting upon fulfilment of the following conditions:
- a. The successful Applicant will render a tax invoice to the IPPP for the grant, specifying:
 - i. The invoice is for the Ardelis Award.

- ii. If the Applicant is a Full-time Practice Member of the IPPP, the total amount specified on the invoice is \$500 (plus GST if the successful Applicant is registered for the GST). If the Applicant is a Part-time Practice or Associate Member of the IPPP, the total amount specified on the invoice is \$375 (plus GST if the successful Applicant is registered for the GST).
 - iii. The purpose for which the Award will be used.
 - b. A copy of receipt of purchase for the goods or services for which the Ardelis Award was granted must be attached to the invoice. The Award will not be granted in advance of purchase.
 - c. The provision of a brief written statement acknowledging the assistance of the IPPP and explaining the use to which s/he has put the Award must be attached to the invoice.
21. Applicants can only enter in their own name. Applicants who provide incorrect, misleading or fraudulent information are ineligible to participate in the Awards. The determination of the Executive Committee regarding eligibility is final.
22. The IPPP reserves the right to verify the validity of any and all applications and reserves the right to disqualify any Applicant for:
- a. Tampering with the application process;
 - b. Submitting an application which is not in accordance with these Conditions of Application; or
 - c. If the Applicant is engaged in any unlawful or other improper misconduct calculated to jeopardise the fair and proper conduct of the application process or conduct which the Executive Committee believe to be contrary to the interests of the IPPP.
23. The IPPP excludes all liability (including negligence) except for any liability that cannot be excluded by law (including any applicable Consumer Guarantee under the Consumer Laws), for any direct or indirect injury, loss and/or damage arising in any way out of the application process.
24. The Applicant assumes liability for, and indemnifies and will keep indemnified, the IPPP from and against any claims arising out of the granting of the Award.
25. An Application and any copyright subsisting in an Application irrevocably becomes, at time of application, the property of the IPPP. The IPPP collects Personal Information about an Applicant. If the Personal Information requested is not provided, the Applicant cannot participate in the application process and is deemed ineligible. An Applicant can gain access to, update or correct any Personal Information held by the IPPP by contacting the IPPP's Secretary or other nominated contact at secretary@psychologists.org.au. All Personal Information will be stored at the office of the IPPP's secretary or other nominated contact. A copy of the IPPP's Privacy Policy in relation to the treatment of Personal Information collected is available on the website of the IPPP (www.psychologists.org.au).

26. In these Conditions of Application:

- a. “**Consumer Laws**” means Schedule 2 of the *Competition and Consumer Act 2010* (Cth); and
- b. “**Personal Information**” means, for the purpose of the *Privacy Act 1988* (Cth), information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

SCHEDULE 1

APPLICATION GUIDELINES

APPLICATION PROCESS

1. The Ardelis Award and details of Designated Meetings will be announced via a range of media applicable to the prevailing time and as determined by the Executive Committee.
2. Application is by completing an Application Form, addressing all points required by the Executive Committee.
 - a. In submitting an Application the Applicant accepts there is no guarantee that a Grant will be awarded them.
 - b. The Executive Committee reserves the right to request further information and/or to meet with any or all Applicants or require a presentation from any or all Applicants.
3. The Applicant is responsible for the following:
 - a. Ensuring that the use for which the Award will be put if the Application is successful, is lawful, feasible, safe and appropriate for the conduct of a private practising Psychologist in South Australia, and meets the ethical guidelines of the IPPP.
 - b. Raising with the Executive Committee any matters regarding conflict of interest.
 - c. All costs in the preparation of the grant Application.
 - d. Assessing risk and completeness of information provided by the Executive Committee in relation to the preparation of the Application
 - e. Any legal costs the Applicant accrues in the course of submitting an Application and meeting the requirements specified for successful Applicants.

- f. Having all relevant insurances in place, if any are required to expend the Grant on the purpose for which it was granted.
4. Applications will be treated as commercial-in-confidence.
 - a. All Applications submitted to the Executive Committee in association with this grant process will become the property of the IPPP and will not be returned.
 - b. Applications will be scanned and stored securely for a period of 7 years. Thereafter, at the discretion of the Executive Committee, Applications may be subject to destruction.
5. Applicants retain the intellectual property contained within the documents submitted as part of an Application. Applicants grant the IPPP a licence to use the intellectual property contained in their Application for the purpose of assessing and administering the Awards.
6. Unsuccessful Applicants may resubmit in subsequent Application Periods.
7. The successful Applicant(s) will be announced at the Designated Meeting to which the Application was put.
 - a. The successful Applicant(s) will be expected to be present at the Designated Meeting.
 - b. Should the successful Applicant(s) be unavailable at the time of the Designated Meeting, the Applicant must nominate a party to represent them at the Designated Meeting. The identity of this party must be notified to the Executive Committee as soon as possible and their attendance must be approved by the Executive Committee.
8. No Applicant (successful or otherwise) may make a public announcement or media release about the Ardelis Award grant scheme without the express written consent and prior approval of the Executive Committee.
9. The successful Applicant must use the Award for the express purpose for which it was granted. The successful Applicant must not assign the Grant or otherwise transfer any of its rights or obligations in relation to the Application.
10. Should a grant be awarded the successful Applicant has no authority to bind or represent the IPPP in any manner

CONSIDERATION CRITERIA

1. The grant is funded by membership fees
 - a. Membership fees will be utilised in a manner that enables the grant scheme to be sustainable over time.
 - b. There is capacity for other income sources to be considered to fund the grant scheme.

2. Grants are for a total of \$500 for Full-time Practice Members of the IPPP and \$375 for Part-time Practice or Associate Members of the IPPP.
3. The grant is awarded following an Application and evaluation process.
 - a. If there are no Applications, or no Applications considered of sufficient merit, a grant does not have to be awarded.
4. The grant must be utilised to assist a financial member conduct their psychological practice. The use to which the Applicant wishes to apply the Award may cost more than the Grant. It is acceptable that the Grant be used as part-payment. It is not acceptable for the Grant not to be fully expended on the stated use.
5. Acceptable uses include, but are not limited to:
 - a. Purchase of books or test materials
 - b. Purchase of equipment or furniture for the private practice.
 - c. Purchase of professional development (e.g., conference, coaching, course, etc.) or assistance towards travel expenses to attend professional development.
 - d. Production of a commercial product or service that is applicable to earning an income in private practice as a Psychologist.
 - e. Conduct of a project that has benefit to psychology as a profession and/or consumers of psychology services.

REVIEW OF SPECIFIC ELEMENTS OF THE GRANT SCHEME

1. The Executive Committee has the right to change specific customary elements of the grants scheme, from time to time, and as they see fit. These elements include, but are not limited to:
 - a. The total of the grant money available.
 - b. The consideration criteria.
 - c. The application process and Application Form.
 - d. The role of the Executive Committee in relation to the grants scheme.
2. Any such changes must be advertised in a way that ensures the process is conducted in an open and fair manner.