

# AMTS Professional/Associate/Student Education, Training and Development (PETD) Fund Guideline

## About AMTS PETD Fund

The AMTS PETD Fund is a program aimed at supporting members' training and professional development needs. Initially funded by the Lee Foundation, funds will be disbursed to successful applicants until all funds have been fully utilised.

## Objectives of AMTS PETD Fund

To provide support to:

### **Professional and Associate Members**

- Professional and associate members currently working in Singapore to offset associated training and education costs related to upgrading professional skills.
- Professional and associate members' local/overseas conference presentation. While the conference does not need to be a music therapy conference, the presentation topic needs to be directly related to music therapy. The prospective material for presentation must not have been presented at other conferences before.
- Professional and associate members' participation in local/overseas training related to MT and/or non-MT specific training, with **direct applicability to clinical work or client populations currently served by applicants**.

### **Student Members**

Student members' local/overseas conference presentation. While the conference does not need to be a music therapy conference, the presentation topic needs to be directly related to music therapy. The prospective material for presentation must not have been presented at other conferences before.

## Application Eligibility

### **Professional and Associate Members**

- Applicant must be a current service provider based in Singapore as locum/self-employed/part or full-time staff.
- Current member in good standing of AMTS.
- Current credentials from their country of accredited music therapy training.
- Applications citing contributions to AMTS (serving in AMTS-related matters) will receive additional scores depending on involvement.
- Non-Singaporean members may apply. All awardees will need to commit to remaining in Singapore and working with a relevant population for at least one year after the funding has been awarded. If the awardee leaves Singapore within a year after the funding has been awarded, they are required to return the reimbursed amount to AMTS.
- Members who have received PETD funds before are not eligible for subsequent applications.
- Applicants who have partial sponsorship by employer/other parties are not eligible.

### **Student Members**

- Student applicants must be enrolled in a music therapy programme.
- Current student member in good standing of AMTS.
- Applications citing contributions to AMTS (serving in AMTS-related matters) will receive additional scores depending on involvement.
- Members who have received PETD funds as student members are not eligible for subsequent applications.
- Applicants who have partial sponsorship by other parties are not eligible.

## Procedure and Important Deadlines

### **Pre-event requirements:**

1. Intent for application must be emailed to AMTS at least three months before event for budgeting purposes (pre-approval).
2. The application form must be submitted at least one month before the event.
3. Acceptance letter(s) in PDF format (for presentation).
4. Applicants must agree to share new knowledge and skills through a feature in AMTS newsletter in an upcoming issue (word limit: 300-500 words).

### **Awardees are to submit within 4 weeks post-event:**

1. Post training report: This report must demonstrate to reviewers the major learning points of the training event or conference in detail, and its applicability to clinical practice (word limit: 300-500 words).
2. AMTS newsletter feature (requirements dependent on newsletter editor)
3. AMTS claim form with receipts.
4. Certificate from event in PDF format.

## Clauses for Reimbursement

- Awardee has sent in ALL documents as stated above, in strict accordance with deadlines specified.
- Credit card statements must state the awardee's name in order to qualify for reimbursement.
- Amount of the award will be in Singapore dollars.
- Allowable expenses include training fees or related supplies (travel/accommodation costs).
- Non-allowable includes personal or unrelated expenses.

## Levels of Reimbursement Awarded

Applications will be ranked according to merit in the event of multiple applications at the time of application submission.

### **Professional and Associate Members**

Location of Event (Training or presentation)	Local	75% of allowable expenses, up to SGD\$500.
	Overseas	50% of allowable expenses, with caps depending on region (SGD\$3,500 for the Americas, Africa and Europe, SGD\$1,500 for Asia, the Pacific region, Australia and New Zealand, SGD\$750 for Southeast Asia).
	Virtual	75% of allowable expenses, up to SGD\$500.

### **Student Members**

For student awardees, presentation may be reimbursed for up to 60% of allowable expenses, up to SGD\$500.

## Expected Notification

Notification will be provided within 1 month of receipt of application and required supporting documents.

Applications will be evaluated and scored by PETD Panelists against the criteria set out in this document. In the event of any dispute or ambiguity, the PETD Panelists and Executive Committee shall attempt to resolve the matter jointly and in accordance with the Constitution.