Registered Charity: SC043663 (Scotland) 1134606 (England and Wales)

RCN Foundation Mair Scholarship

Information and Eligibility

1. Background

The RCN Foundation is offering bursaries of up to £5,000 from the Mair Scholarship Fund to registered nurses currently engaged in **occupational health nursing** in **Scotland** who wish to undertake learning and development activities such as post-graduate university study or professional short courses. The learning from these activities should enhance patient care, patient experience, and development in nursing practice.

2. Eligibility Criteria for the Mair Scholarship Scheme 2017

Applications are welcome from all registered nurses **engaged in occupational health nursing in Scotland**.

Applicants must meet the following criteria:

- Will commence the activity between 1 September 2017 and 1 September 2018

- Will be available to attend an interview in Edinburgh in July 2017 if applying for more than £2,500.

Previous RCN Foundation bursary winners are eligible to apply provided they have fulfilled all the terms of their previous award(s).

First time applicants may be given priority.

Student nurses and members of RCN Foundation Board are **not** eligible under this scheme.

Learning and development activity outside the UK may be supported if it is better than, or not available in, the UK, subject to a compelling case being made.

3. Items Eligible for Funding

- Fees for courses commencing **after** 1 September 2017*

- Travel - public transport at the cheapest available rate is preferred. Travel by car and parking costs will be considered where compelling reasons are given in which case the mileage rate will be 45p per mile.

- Accommodation.

- Child care costs where these are additional costs incurred whilst undertaking learning and development.

- Staff replacement costs for courses requiring absence from work of at least 5 consecutive days or a total absence of 6 or more days per calendar year. (Evidence from the employer of reimbursement expenses will need to be provided).

- Research costs (for example, focus groups).

- Project costs for professional development projects (not service development).

- Costs for implementing and/or publishing/promoting the learning/outcomes where these are not made available commercially**

* Subject to commencing after 1 September, fees for courses may be funded in full and for the full length of the course, subject to the scheme limits and such amount and period as requested by the applicant.

*Where funding is available from another funder we may fund part of the costs.

*Where funding is sought for a second/subsequent academic year, a bursary would be subject to satisfactory completion of the first/previous year.

*The panel will normally give a lower priority to courses that they believe the employer has a responsibility to fund.

** Funding to attend a conference will only be considered where it provides a learning or dissemination arena for a project/other activity we are being requested to fund.

4. Items not Eligible for Funding

- Activities commencing before 1 September 2017.
- Conference attendance other than specified in ** above.
- Books.
- IT equipment or software.
- Meals and subsistence.
- Taxis/car mileage except where there is a medical or other compelling reason.
- Service development project costs.

5. Amount Available

The maximum amount awarded will not exceed £5,000.

6. Terms and Conditions

Your application will only be assessed if:

- You meet the eligibility criteria set out above.
- Your entire application is received by the closing date.

If you are successful, the standard RCN Foundation bursary terms and conditions will apply, including:

- Funding is awarded subject to the individual undertaking the activity applied for and only once confirmation of enrolment is received.
- 10% of the grant will be retained and will be paid on receipt of an evaluation report from the recipient. The report is to be sent on completion of the funded activity.

If you would like a copy of the bursary terms and conditions before applying please email grants@rcnfoundation.org.uk to obtain a copy.

7. Timescales

The **closing date** for applications is **5pm on 31 May 2017.** Any applications received after this date will be deemed ineligible.

Interviews for shortlisted candidates will be held in Edinburgh in July 2017 (please note that this only applies to candidates who are requesting more than £2,500)

All applicants will be informed of the result of their application by **31 July 2017**.

8. How to Apply

Submit your entire application, including reference(s) by **5pm on 31 May 2017** to
grants@rcnfoundation.org.uk

Please note only applications received via email will be accepted. Please send your application as one document, references can be attached as a separate document.

9. Change of Circumstances

It is important that we are informed in writing of any change of circumstances that affects the application you have submitted to us (for example, change of role, change of course, receiving funding elsewhere). Please email grants@rcnfoundation.org.uk with details of the change(s), quoting Applicant Change of Details in the email header.

10. Adjudication Process

All applications will be judged by independent experts. For bursaries of up to £2,500 experts will make a recommendation to the RCN Foundation Grants Committee. For applications for bursaries of more than £2,500 a shortlist will be drawn up and shortlisted applicants will be invited for interview. The interview panel will then make recommendations to the RCN Foundation Grants Committee.

The RCN Foundation Grants Committee will decide the final allocation of bursary awards, taking into account recommendations, the funds available and the Foundation's agreed priorities for this programme.

The decision of the RCN Foundation Grants Committee is final.

All applicants will be informed of the outcome of their application.

11. Application Enquiries

If you have an enquiry about applying for a bursary or your application then please contact the RCN Foundation by emailing grants@rcnfoundation.org.uk or telephone 020 7647 3731.

Please retain a copy of this document for reference

Please retain a copy of your application for your information