



RCN Foundation Kershaw Family Bursary Scheme Application Guidance

Please read these notes carefully as they are intended to help you to provide us with the information we need to assess your application properly.

Section 1 – Your details

Ensure that you describe your role as a health care assistant or assistant practitioner.

Section 2 – Brief summary of the activity/course and professional outcomes

Briefly outline the themes or topics of the activity and explain what the learning and professional outcomes will be for you. For example: if you are applying for funding to undertake a course on pain management, you could explain it as follows:

The course focuses on management of pain, and includes optional modules in palliative care. Participating will meet my professional goal to further develop my knowledge and skills in patient care for children with life limiting conditions. The course will complement my work experience (10 years in children’s nursing) and assist me to move towards specialisation in pain management.

If applying for research, briefly describe the investigation and the outcome for you as a professional.

Section 3 – Details of costs of proposed activity

Please give a breakdown of all costs and indicate which you are asking us to fund and which you intend to fund from elsewhere. It is important that you show all costs involved so that we can assess how viable your proposed activity is.

Where costs are based on estimates (e.g. travel) rather than known costs (e.g. course fees) please indicate how you have calculated them in the ‘notes’ section.

Example budget:

		A	B	C
Item	Start date*	Amount you are asking us to fund	Amount you will fund from elsewhere (please state where)	Personal contribution
Theory (distance learning 10 modules)	31 Jan 2018			250
Clinical practice module	31 Jan 2018	520		
Accommodation for	25 Jul 2018	100		

residential school 2 days (see note 1)				
Prescribed textbook	1 Jan 2018			40
Meals for 2 day residential school	25 Jul 2018			40
Prescribed computer software	31 Jan 2018		50 (work will pay)	
Subtotal		£620	£50	£330
TOTAL COST OF ACTIVITY (add columns A + B + C) £1,000				
Notes:				
1) Based on £50 per night in Cardiff at university recommended accommodation				

It is important to include the start date of the activity. Where courses/modules or research activity are planned for a period of over one year please itemise each year separately. You can include activities started prior to the start date but these will not be eligible for funding.

Please ensure that the figures are accurate and that you add them up correctly!

Section 5 - Statement by applicant in support of request for funds

NB: If using an abbreviation please explain it in full the first time you use it.

1. What are your professional goals and how will the activity/research contribute to your career development?

Explain what you propose to do, how it builds on what you have done so far and how it is relevant to your future career. Be as specific as you can. If you are returning to work explain how the activity will assist you in your return.

- a. If the activity relates to **research**

Explain the rationale for the research and methodology, including background and justification for the investigation, a description of the problems, the rationale for the methods chosen (e.g. why focus groups, questionnaires etc.)

- b. If the activity relates to **personal professional development**, how have you demonstrated your commitment to self-development so far in your career?

This could be through formal learning and development activities such as courses and also less formal means such as membership of network groups, contributions to



publications or volunteering to research topics to present as part of an education day.

2. How will the activity improve the health and wellbeing of patients and/or carers?

Please describe which groups of patients/carers could benefit, how many there are and what the potential benefits will be. How will it improve upon what is already in place? Describe what you will do to ensure that the benefits are realised.

3. How will you share your learning and development with colleagues or other nursing teams?

Outline how you plan to communicate your findings and/or what work place practices you will develop based on your learning.

4. How have you demonstrated your commitment to self-development so far in your career?

Please provide details of courses or activities that you have undertaken to develop and enhance your own knowledge. How have they helped your career?

5. What challenges do you foresee in completing this activity and how do you plan to address them (for e.g. time constraints, work place support, financial)?

Take time to reflect on what the likely challenges may be, such as existing work demands. This will enable us to see that you have thought things through and will put plans in place to tackle them.

6. How will you evaluate the effectiveness of your learning and development?

Evaluating the effectiveness of your learning and development is an important component of this bursary scheme. This could be undertaken in a number of ways including obtaining feedback from others such as course tutors and line managers.

You could also describe how you will review and reflect upon own practise in a structured way once the course or activity is complete, setting out what evidence of reflection you will use.

The following information from the application form will also be taken into account:

- Evidence of thorough planning, for example, by how comprehensive your budget is.
- Employer support: whether or not any financial help is given by them, we would hope to see practical support from your employer (e.g. study leave). Lack of support from an employer will not necessarily be a reason not to fund you but must be addressed in the challenges section of the application (see question 6 above).



Section 6 - Supporting References

- a) If in employment, your manager should be asked to complete and sign the reference section 6a to show how the proposed activity will be supported. For those applicants who are not currently working, are self-employed or are seeking funding for a career change, an alternative appropriate professional reference will be acceptable, for example past tutor or employer.
- b) In addition for applications for courses at Post-Graduate level and above, you will need to attach a formal academic reference, for example from a past tutor or a senior professional colleague.
NB: Manager and academic references need to be from two different people
- c) Where funding is being requested for staff replacement arrangements, a manager will also need to complete and sign section 6c of the application form.

Final Words

This is a very competitive process so please take the time to complete the application as carefully and accurately as you can.

Good luck!