



## RCN Foundation Kershaw Family Bursary Information and Guidance for Applicants

### 1. Background

The RCN Foundation Kershaw Family Bursary, sponsored by a grant from Professor Dame Betty Kershaw's family, are for health care assistants and assistant practitioners to encourage and support them in furthering their careers. Each bursary is worth up to £500.

### 2. Eligibility Criteria for this Scheme

Those who wish to apply must be:

- health care assistants or assistant practitioners based in the UK (see **section 10** for full definition); and who
- will be undertaking the proposed activity in the UK; and who
- will commence the proposed activity between **1 January 2019 and 1 January 2020**
- funding is for one year

### 3. Items Eligible for Funding

Applicants must have an activity in mind which will improve the quality of life for their patient(s). This could be

- the fee for attending a course or a conference to learn a new skill to benefit patients, for example, a module or course in areas such as palliative care, dementia, communication, nutrition, reflexology,
- "seed corn" funding for a project, for example setting up a smoking cessation group, starting an art therapy course or developing a garden or indoor display

### 4. Items not Eligible for Funding

- Activities taking place before the 1 January 2019
- Salaries, subsistence, or replacement staff costs
- Books, IT equipment or software
- Taxis/mileage except where there is a medical or other compelling reason
- Service development project costs

### 5. Amount Available

Bursaries of up to £500 are available.

### 6. Timescales

The **closing date** for applications is **5pm on 19 October 2018**. Any applications received after this date will be deemed ineligible.

*Please keep this document for future reference*



All applicants will be informed of the outcome of their application by 31 December 2017.

## **7. Terms and Conditions**

Your application will only be assessed if:

- You meet the eligibility criteria set out above
- All parts of the application are fully completed
- Your entire application is received by the closing date

More than 19% of applications are rejected at the first stage due to incomplete forms, so please check you have fully completed and signed your form before you submit your application.

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](mailto:grants@rcnfoundation.org.uk) to obtain a copy.

## **8. How to Apply**

The application form and Bursary Application Guidance documents are available on our website [www.rcnfoundation.org.uk](http://www.rcnfoundation.org.uk) or by calling 020 7647 3645.

Submit one signed original copy of your entire application by email to [grants@rcnfoundation.org.uk](mailto:grants@rcnfoundation.org.uk) no later than 5pm on 19 October 2018.

## **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, etc) as soon as possible. Please email [grants@rcnfoundation.org.uk](mailto: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 a selection panel. For applications of under £2,500 the panel will make a recommendation to the RCN Foundation Grants Committee.

The RCN Foundation Grants Committee will decide the final allocation of bursary awards, taking into account the panel's 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 by email.

### **11. Definition of Health Care Assistant and Assistant Practitioner (HCA/AP)**

For the purposes of eligibility for an RCN Foundation bursary the definition of a Health Care Assistant or Assistant Practitioner is someone who:

- is not a registered nurse, midwife, health visitor or nursing or midwifery student; and who
- delivers care as delegated by a registered nurse, midwife or health visitor

### **12. Application Enquiries**

If you have an enquiry about applying for a bursary or your application then please contact the RCN Foundation via email [grants@rcnfoundation.org.uk](mailto:grants@rcnfoundation.org.uk) or telephone 020 7647 3645.

Please retain a copy of this document for reference.