RCN Foundation Rae Bequest Fund 2015

Information to Applicants

1. Background
The RCN Foundation is offering financial support from the Rae Bequest Training Fund to registered nurses in the UK, currently working in Northern Ireland in any sector, who wish to undertake a course or programme that will benefit the education of nurses for work in Northern Ireland, nursing practice and service delivery.

2. Eligibility Criteria for the 2015 Scheme
Those who wish to apply must be
- nurses currently registered in the UK and working in Northern Ireland in any sector; and who
- will commence the funded activity between April 2015 and October 2015

Previous RCN Foundation bursary successful applicants 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.

3. Items Eligible for Funding
a. Fees for courses*

b. 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.

c. Accommodation.

d. 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).

e. Research costs (for example, focus groups).

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

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

* Subject to the qualifying date, fees for courses other than those at post-graduate level and above 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.

* Applicants seeking funding for courses at post-graduate level, e.g. PG Diploma, MA, PhD, will be expected to make a personal contribution of at least 10% towards fees. However, the panel may...
take a discretionary view in cases where a separate rationale for the ‘balance’ is set out by the applicant and the panel feel a compelling case has been made for full funding, subject to the scheme limits.

* 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 there will be clear benefit to the education of nurses for work in N. Ireland, as an outcome of your attendance.

4. Items not Eligible for Funding

- Activities taking place before the start date (i.e. before April 2015).
- Books.
- IT equipment or software.
- Meals and subsistence.
- Taxis/mileage at full rate except where there is a medical or other compelling reason.
- Service development project costs.

5. Funding Available

Bursaries of up to £1,000 each are available.

6. Terms and Conditions

Your application will only be assessed if:

- You meet the eligibility criteria set out above.

- One signed original together with the requested supporting information including references and three full copies of the application and supporting information, are received by the closing date of 6 February 2015.

Those who submit incomplete or unsigned applications may be contacted if time allows for the application to be resubmitted.

If you are successful, the standard RCN Foundation bursary terms and conditions will apply. Please email rcnfoundation@rcn.org to obtain a copy.

On completion of the funded activity you will be required to provide a written report and give a presentation to the RCN N. Ireland Board or to return funds on withdrawal of the funded activity.

7. Timescales

The closing date for applications is 5pm on Friday 6 February 2015. Any applications received after this date will be deemed ineligible.

All applicants will be informed of the result of their application by the outcome date of 3 April 2015.
The **qualifying date** for commencement of activity funded is between **April 2015 and October 2015**.

8. **How to Apply**

Submit **one signed original and three copies of your entire application by post** to arrive no later than **5pm on Friday 6 February 2015** to:

Siobhan McNally  
PA & PD Administration Manager  
Royal College of Nursing  
17 Windsor Avenue  
Belfast, BT9 6EE

We regret we are unable to accept faxed or e-mailed applications.

9. **Adjudication Process**

All applications will be judged by a selection panel of at least three judges who 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 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 but we no longer provide feedback for unsuccessful applications.

10. **Application Enquiries**

If you have an enquiry about your application then please contact Siobhan McNally via email siobhan.mcnally@rcn.org.uk or telephone 028 90384625.
RCN Foundation Rae Bequest Fund 2015

Application Guidance

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

All applications are assessed anonymously so please do not include your name in any part of your application other than the Personal Details section.

Section 1 – 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:

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 and to educate others in this area.

Section 2 - 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: Two-year course

<table>
<thead>
<tr>
<th>Item</th>
<th>Start date*</th>
<th>A Amount you are asking us to fund</th>
<th>B Amount you will fund from elsewhere (please state where)</th>
<th>C Personal contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory (distance learning 10 modules)</td>
<td>31 Jan 2015</td>
<td></td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>Clinical practice module</td>
<td>31 Jan 2016</td>
<td>520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation for residential school 2 days (see note 1)</td>
<td>25 Jul 2016</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescribed textbook</td>
<td>1 Jan 2015</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals for 2 day residential school</td>
<td>25 Jul 2016</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescribed computer software</td>
<td>31 Jan 2017</td>
<td>50 (work will pay)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>£620</td>
<td>£50</td>
<td>£330</td>
</tr>
<tr>
<td>TOTAL COST OF ACTIVITY</td>
<td></td>
<td></td>
<td>(add columns A + B + C)</td>
<td>£1,000</td>
</tr>
</tbody>
</table>

Notes:

1) Based on £50 per night in Cardiff at university recommended accommodation.
It is important to include the start date of the activity/item. Where courses/modules are for more than 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.

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. How will your activity benefit nurse education?

   Explain what you propose to do, how it builds on what you have done so far and how it is relevant to the education of nurses. Please describe which nurses will benefit and be as specific as you can.

2. How will the activity improve the health and well-being 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's already in place? Describe what you will do to ensure that the benefits are realised.

3. How will the activity benefit service delivery?

   Please describe the service offered and explain how this will be improved as a result of your activity. Will there be more effective person centred care, improved efficiencies, or any other areas of benefit to service delivery?

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

   Where do you see yourself in 3 years and beyond, professionally? Do you have a career plan, or other keen interest that will help guide you in achieving your goals? What advice and support, or experience are you building on? What personal characteristics do you possess that will help you get there?

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

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

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 5 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 educational colleagues or a senior professional colleague.

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.