A blue hands holding a heart

Description automatically generatedEducation Grant Application

Guidance notes

This document provides members with guidance when completing the ACPRC Education Grant application form.

Purpose of the grant

The purpose of the Education Grant is to provide members with financial support to attend an education activity that will benefit them as individuals and the wider respiratory physiotherapy community. Please consider this when completing your application as education activities that are outside this scope will not be funded.

Eligibility criteria

To apply for the grant, you must:

1. Have been an ACPRC member for a minimum of six months
2. Have not received funding from the ACPRC in the past 24 months
3. Propose an education activity that will benefit the wider respiratory physiotherapy community

What will the grant cover?

The grant can be used to cover:

* Course/conference fees
* Reasonable travel costs
* Reasonable accommodation costs

What will the grant not cover?

The grant will not support:

* Activities/courses that are not respiratory physiotherapy related or will not benefit the wider respiratory physiotherapy community
* Equipment
* Research costs
* Software that should be provided by an employer (unless in exceptional circumstances)
* Attendance at the ACPRC conference (this can be applied for using a separate process)

Available funds

The maximum available funds per application is £750.

Annually the ACPRC allocates £20K for Education Grants. This is split into £5K per quarter.

Application process

Funding applications need to be submitted via email to [secretary@acprc.org.uk](mailto:secretary@acprc.org.uk) by the 1st of the month. The application will then undergo a financial review prior to being anonymised and sent to three committee members who will independently evaluate the application. The outcome of the review will be sent to the applicant via email by the final day of the month.

If the application is deemed fundable but the allocated funds for that quarter have been spent, then the application will be funded in the following quarter.

Specific application guidance

Please complete the application in full, as a partially completed applications may be returned resulting in a delay to the outcome.

*Please outline the proposed education activity (250 words)*

Ensure all details of the proposed course/activity are clearly described. This should include the course provider, location, dates, duration, and any qualifications gained

*Details of financial support requested (250 words)*

Please provide a full breakdown of all costs being requested. Please provide accurate costs and do not account for future inflation.

All course/activity costs need to be outlined with a link to the course website where available.

All travel and accommodation costs need to be reasonable. Mileage will be paid at 45p per mile. Please aim to use the most cost-effective means of travel.

*Please outline all other funding sources you have either secured or requested related to this application*

The ACPRC has limited funds available to support members, therefore members are expected to also apply for funding from other organisations (e.g. employer). Please describe in detail other funding sources that have been requested or secured to fund or partially fund the education activity outlined in the application.

*Please describe how the proposed activity will benefit both you as an individual and respiratory physiotherapy (250 words)*

The ACPRC will only fund activities that support the development of the individual applicant in the field of respiratory physiotherapy or will benefit the wider respiratory physiotherapy community. This needs to be clearly outlined in this section of the application, including how learning from the education activity will be shared with colleagues.

*If successful, you will be required to submit a report of 250-500 words on your education activity within 4 weeks of its completion. This will be published on the ACPRC website and used by the ACPRC in other promotional material.*

All successful applicants will be required to submit a report outlining the learning and benefit of the educational activity within four weeks of its completion. Failure to submit the report will result in the awardee being ineligible for any future funding through the ACPRC. Failure to agree to this will result in the application being declined.

*We would like to include a head shot and quote from successful applicants to display on the website and social media. This is not a requirement of accepting the grant. Do you agree?*

It is important that members are made aware of how the ACPRC is using funds. In addition to publishing the awardee reports on the website, we would also like to publicise awardees via social media and the website through quotes and a head shot.

This is not a compulsory requirement of the award but would be greatly appreciated.

For support with the application or to discuss funding requests that are outside the criteria of the educational grant please email [education@acprc.org.uk](mailto:education@acprc.org.uk)