

How to claim your bursary

Payment of MCF Bursaries are made to the employing organisation, once we receive evidence that the course or conference has been paid for.

Bursaries must be claimed within 12 months of the award being made. Hospice UK reserves the right to withdraw funding on bursaries older than 12 months.

If the dates of the course change subsequent to funding being awarded, then please contact the grants team to check that the bursary remains valid.

Payment conditions

If your application is successful, an Award Letter and Acceptance Form will be sent to the supporting manager. The Acceptance Form must be signed by the applicant and the supporting manager; agreeing to the conditions of the bursary.

The Acceptance Form should be returned to the Grants Team, together with the proof of payment, clearly displaying that the fee for the course applied for, has been paid.

Acceptable proof of payment includes:

- a receipt from the course provider with the amount paid written on it
- a copy of an invoice from the course provider clearly demonstrating that it has been paid, i.e. it has a 'paid' stamp and a cheque, BAC's ref or nominal code number on it
- bank statements showing a payment
- a remittance statement; or
- under certain circumstances, and with prior agreement, a print out from an accounts package showing a payment has being made.

Payment will be made at a rate of 50% of course or module fees of the proof of payment submitted, up to the total amount of bursary awarded. The bursary can be claimed in several parts if required, for example if the course fees are paid in instalments. In this instance, the acceptance form only needs to be submitted with the first request for payment.

Payments are made directly to the employing organisation by BACS transfer. We cannot make payments to individuals.

Evaluation

We are keen to see our bursaries making a real difference, both to the applicant and to the work of their hospice.

Hospice UK, Hospice House, 34 – 44 Britannia Street, London WC1X 9JG

Tel: 020 7520 8200 **Fax:** 020 7278 1021 **Email:** info@hospiceuk.org www.hospiceuk.org

Therefore, we may ask you to send us a brief report during and after the course is completed; requesting further information about what you have learned and the impact that the course has had on you and your hospice. This will be an online form.

Other conditions of the bursary

MCF Bursaries are awarded to individuals to undertake the particular course detailed in the original application. Therefore, if the applicant does not attend that course, for whatever reason, then the bursary will be withdrawn.

Bursaries are not transferable. If an individual who received a bursary does not attend the course but another member of staff goes in their place, then that person needs to submit a new bursary application at least one month before the course begins.

If an applicant decides to change a course after a bursary has been approved, then it will be necessary to reapply for funding for the new course.

Applicants are requested to inform the Grants Team in writing, either by letter or e-mail, if they will not be claiming all, or part of, any bursary awarded.

Further information

Please contact the Grants Team at Hospice UK with any questions about this programme at the contact details below.

Email: grants@hospiceuk.org

Website: www.hospiceuk.org/OpenGrants

Telephone: 020 7520 8219

Address: Grants Team, Hospice UK, 34-44 Britannia Street, London, WC1X 9JG