London PDSIG
Paediatric Dysphagia SIG

GUIDANCE NOTES FOR PDSIG MINOR GRANTS

This is the guidance notes document to support the minor grants application process. Please read carefully before completing the application form.

It contains information about:

- Eligibility
- What the application process is
- What the award can and cannot be used for
- How much you can apply for
- Our transparency policy

PDSIG will consider all eligible applications for the minor grant **[maximum £500]** and then determine the allocation of grants. Selection is based on how well the proposal meets the set criteria laid out in this document, the overall quality of applications we receive and the amount of money we have available at the time. PDSIG may decide to meet applications in full or in part.

PDSIG offers an open, transparent and verifiable awarding process for minor grants. The application process is outlined in this document. Evidence of process can be made available for inspection at a later date should it be requested.

The aims of the PDSIG minor grant

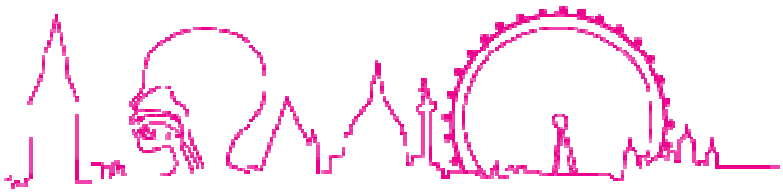
To assist speech and language therapists in continuing professional development by awarding grants for the purposes of:

- Presentations and / or attendance at conferences and professional gatherings
- Certain specialised training, particularly short courses
- Research into dysphagia

Other purposes will be considered on their merits.

Transparency policy

We aim to make the process as fair and transparent as possible. If there is anything more that we could do to make the process fairer, please let us know.



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1. Assessment - The criteria against which the application will be assessed are given in the Justification and criteria section of these notes.
2. Feedback - Rationale for why an application may not have been successful will be given.
3. Finances - We will make available at the start of the financial year how much money is available for minor grants.

The awarding process

Application is submitted

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A minor grants review meeting takes place with all reviewers present. Reviewers are Helen Cockerill, Alana Stynder-Dias and Celia Harding. If a reviewer applies for a PDSIG grant her/himself, an alternative reviewer will be sought for all applications received on that occasion. Each application is reviewed against the criteria.

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Members are contacted as soon as possible with the results.

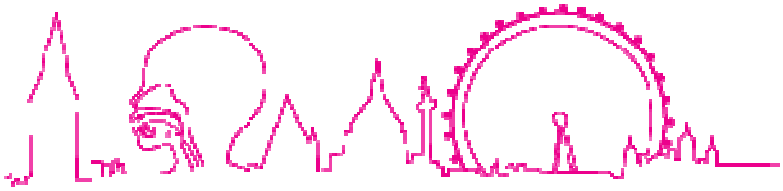
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Successful members are obliged to
- present their findings / learning at a PDSIG meeting
- submit receipts, to ensure financial transparency

Unsuccessful members are given rationale as to why their application was not successful and are welcome to re-apply in future.

Eligibility

Membership:
- Applicants must be members of PDSIG, RCSLT and HPC. From 1 January 2013, applicants must have held uninterrupted PDSIG membership for at least one year.
- Successful applicants must maintain membership of PDSIG for at least the duration of the period for which the grant is awarded.



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Past awards:
Further applications will not be considered until 2 years have passed since the funded project / event took place.

Support funding:
We would expect that funding is sought first from your employer. Evidence of this will be required if your proposal is to be considered. Please submit evidence with this form.

PDSIG grants are not payable for:
- Retrospective applications, such as those for funding for an event or purpose that has already taken place, are not considered.
- Tuition fees for full or part time courses
- Subsistence

Grants submitted that include requests for travel and accommodation will be considered but applicants must be aware that PDSIG may not be able to cover these costs.

Potential reasons for refusal:
- Insufficient detail from applicant
- Employer funding has not been sought.
- Inadequate benefit to field of dysphagia
- Insufficient funding to cover all good applications. PDSIG cannot allocate funds in excess of its budget.
- More than one application for the same event or purpose from within the same organisation
- If an award has been granted within the last two years
- If the application is not received by the specified deadline

Finance

Details must be given of **all** expenditure projected for the particular research / conference / course / project for which financial help is being applied and the amount and purpose of what is being applied for and how the sum was reached clearly stated.

Details should also be given about other sources of funding applied for, amounts requested, promised, received or applications rejected.

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Presentation at PDSIG meeting

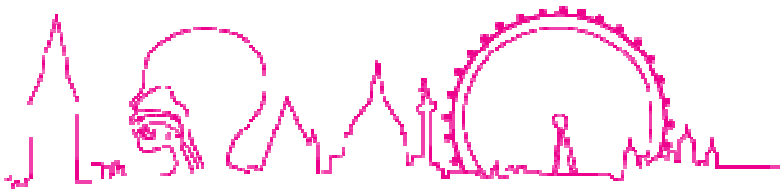
If a grant is made the recipient undertakes to present at a PDSIG meeting within one year of completion of the project / attendance at event.

It is up to the recipient what form the presentation takes, but it should be informative and useful to PDSIG members. A 30 minute slot will be allocated, but can be extended if required. A power point presentation should accompany the presentation and this will be subsequently uploaded onto the PDSIG website.

Justification and criteria

Section 6 in the application form asks you to outline your proposal according to the following key priority considerations. We would hope that your proposal would cover as many of these areas as possible. If you believe that an area is not applicable please state why. We have provided examples and selection criteria below:

Key priority considerations:	**Guidance:**
Core to role or position	- If there is evidence that employer can't fund this then it can be considered for minor grant. - You may wish to refer to either your clinical role or your management position. - You may wish to consider that the funding is essential for you keeping up-to-date with your particular expertise or specialism.
How your skills and day-to-day practice will be enhanced.	You may wish to list positive outcomes and benefits to your own personal development.
How the profession will be enhanced	You may wish to list positive outcomes and benefits to the profession.
Is the application relevant to PDSIG?	Please explain how this expenditure would benefit members of PDSIG.
Does this represent value for money?	What contribution is the member, employer or other agency making in funding or is the member contributing to the benefit of service users or the PDSIG community?
Advances knowledge or learning	PDSIG expects you to detail how you disseminate your knowledge or learning to PDSIG or the wider community and explain how you will do this in addition to presenting at PDSIG meeting.



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Conditions

- PDSIG may set such conditions on the award of a minor grant as it thinks fit.
- Where appropriate the recipient of a grant must acknowledge the award publicly in any report or other document issued.
- Grants offered will generally be on an individual basis and may be only for a proportion of the total costs involved.
- The panel will be entitled to reduce the sum allocated to the applicant at the time of payment of the grant if:
    - Actual costs are less than costs quoted in the application
    - Total funds allocated / received exceed the project's declared total expenditure
- PDSIG will be entitled to ask to be reimbursed for funds received by applicants (following its award) which exceed the project's declared total expenditure, such reimbursement not exceeding the total grant awarded by the panel.
- PDSIG shall be entitled to reclaim any monies not spent for the declared aims of the project.
- The PDSIG decision on the allocation of grants is final.
- If a grant is offered but the recipient cannot attend the course and wishes to use the grant to attend another course, a new application must be submitted to PDSIG. In the interests of transparency such requests will have to be put to the grants panel and cannot be considered discretely.

