



Guidance notes for RCSLT 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

RCSLT 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. RCSLT may decide to meet applications in full or in part.

RCSLT 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 RCSLT 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 speech and language therapy
- the purchase of specified equipment and/or books (normally to a **maximum of £100**)

Transparency Policy

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

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

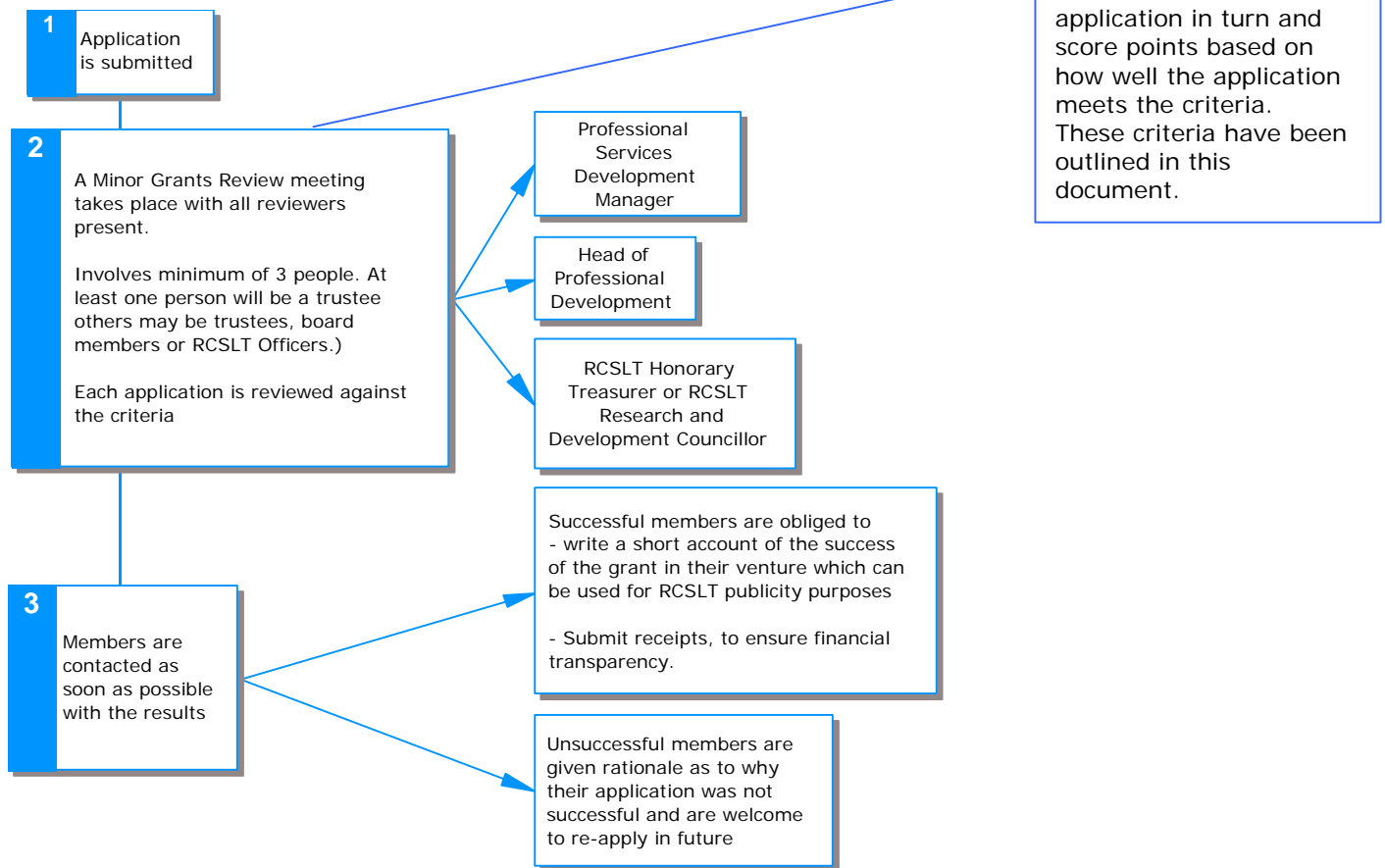
Purposes for the grant

To assist certified members of RCSLT and SLT support workers, assistants and technical instructors in:

- paying for conference fees
- certain specialised training, particularly short courses
- Academic publications, such as publishing of research.
- Other purposes will be considered on their merits

The Awarding process

This is a high-level view of the awarding process:



Eligibility

Membership:

- Applicants must be members of RCSLT (either full certified members or associate members working as SLT Assistants, Support Workers, Technical Instructors or Associate Practitioners) and must have held uninterrupted RCSLT membership for at least two years immediately prior to the application being made. [This can include one year of student membership]. Non-practising members do not hold Certified membership of RCSLT and are not eligible to apply.
- Successful applicants must maintain membership of RCSLT for at least the duration of the period for which the grant is awarded.

Past awards

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

Support funding

It would be unusual for us to fund a proposal unless you give evidence that you have applied for funding for this project from other institutions whether or not this application has been successful. We would expect that funding is sought from your employer. Evidence of this will be required if your proposal is to be considered. Please submit evidence with this form.

RCSLT 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 except short courses and specialised training
- Subsistence
- Programmes of study e.g. degree programme.

Please note: (i) Grants submitted that include requests for travel and accommodation will be considered but applicants must be aware that RCSLT may not be able to cover these costs.

(ii) In the first instance you should request funding from your employer for courses deemed essential to your core competencies. If funding is not possible and you can provide evidence of this your application will be considered.

Potential reasons for refusal

A grant may be refused if there is:

- insufficient detail from the applicant.
- employer funding has not been sought
- inadequate benefit to speech and language therapy
- insufficient funding to cover all good applications. RCSLT 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.

Reports

If a grant is made the recipient undertakes to submit a report to RCSLT within one month of the course / project completion.

This report should be succinct but informative, approximately 1 side A4, and draw attention to the main item(s) of interest to the general speech and language therapist reader. Please make the report lively and avoid giving too much description; it is often useful to start with a short sentence to attract the reader's attention. Further sources or a contact name can be given at the end of the report.

Titles will be published in Bulletin and reports will be available to College members on request.

Justification and criteria

Section 5 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 example and selection criteria below:

Key priority considerations:	Guidance:
Core to role or position	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • You may wish to list positive outcomes and benefits to your own personal development.
How the profession will be enhanced	<ul style="list-style-type: none"> • You may wish to list positive outcomes and benefits to the profession.
Is the application relevant to the RCSLT	<p>Please explain how this expenditure would support RCSLT priorities as can be found on the RCSLT website. For example:</p> <ul style="list-style-type: none"> • evidence-based learning • meeting the changing health and social care needs of the future population • promoting excellence in SLT practice • building a resource of professional expertise, practice and leadership • positioning speech and language therapy as an integral part of the modernised workforce across health, education and social care. • enhancing executive decision making (especially with regard to clinical governance) • cost and effectiveness of different interventions (cost saving and improvements in health care and quality coverage)
Does this represent value for money	<p>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 wider SLT community?</p>
Advances knowledge or learning	<p>RCSLT expects you to detail how you disseminate your knowledge or learning to the wider community and explain how you will do this. E.g. in-house training to colleagues, sharing information at SIGs, writing an article for Bulletin, publishing in scientific/academic journal, delivering paper at conference.</p>

Presentation

Applicants are required to submit a clear and concise application. Applications should, where possible, be typewritten or word-processed and, if hand written, they must be legible.

Conditions

- RCSLT 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.
- RCSLT 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.
- RCSLT shall be entitled to reclaim any monies not spent for the declared aims of the project.
- The RCSLT 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 RCSLT. In the interests of transparency such requests will have to be put to the grants panel and cannot be considered discretely.