**Educational Bursary Application Form**

##### SECTION A – TO BE COMPLETED BY APPLICANT

**Personal information**

|  |  |
| --- | --- |
| **First name** | **Surname/family name** |
| **Place of work** |
| **Address for correspondence** |
| **Contact telephone number** | **E-mail** |
| **Job Title/Grade** | **Time in this Post** |
| **Brief Outline of Duties in this Post** |

**Intended programme**

|  |
| --- |
| **Which course have you applied for?** |
| **What is the duration of your course?** |
| **What is the cost of your course?** | **Amount requested (up to maximum £500)** |

**In the space below, please tell us why you are applying for this bursary and how you think this will benefit your department or the service that you provide.**

SECTION B – STATEMENT OF SUPPORT FROM MANAGER OR SUPERVISOR

You will need to provide a statement of support from your line manager or supervisor to indicate the department’s commitment to supporting your educational commitment. Please ask them to enter details of their support in the box below.

**Name and Title**

**Relationship to Applicant**

**Brief statement of support for this application**

**Signature**

**Please give any further details, which you feel are relevant in respect of this application**

## SECTION D - DECLARATION

I confirm that the information contained within this application is to the best of my knowledge and belief correct. I understand that any offer of a bursary that I may receive from the CMHP will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn. I understand that Information provided via this form will be used by the CMHP only for the purposes of assessing eligibility and as the basis of selection for a CMHP Educational Bursary. All information will be treated in the strictest confidence and used for these purposes only. No information will be published which could identify me, will be given to a third party without my prior consent. If I am successful I will be contacted again with further information about the nature of the award.

**Signed**  **Date**

## SECTION E - How to submit your application

**Deadline and Timescale**

The deadline for receipt of bursary applications is 30th June of each year, when the selection process for applications will commence. All applications received by the 30th June of each year will be treated equally, i.e. applications may be submitted earlier but will not be advantaged by this.

When you have completed and signed this form please return this form together with evidence of your payment of fees to education@cmhp.org.uk