**Educational Bursary Application and Award Flow Chart**

**November Council meeting**

1. Set budget for following year
2. Agree number of bursaries available

If more applications than bursaries, discuss with Vice President and President who to award

If fewer applications than bursaries, award automatically

**April/May**

Advertise bursaries via email e-group and CMHP website

Applications to be sent to [education@cmhp.org.uk](mailto:education@cmhp.org.uk) by **28h June**

**July/August**

Education Portfolio holder to collate applications and maintain database of previous awardees. Confirm membership of applicants with CMHP admin.

**By end August**

Inform council of proposed awardees by email for confirmation

**By mid September**

1. Education portfolio holder to pass awardee details to Treasurer
2. Education portfolio holder to update bursary award spreadsheet

**By end September**

Treasurer to:

1. Send claim form and gather evidence of payment of fees
2. Pay bursary to awardee