**Educational Bursary Application Form**

## SECTION A - How to submit your application

**Deadline and Timescale**

The deadline for receipt of bursary applications is 31st July of each year, when the selection process for applications will commence. All applications received by the 31st July of each year will be treated equally, i.e. applications may be submitted earlier but will not be advantaged by this.

You must be a current member of CMHP to apply for the educational bursary.

For more information on the process for educational bursaries please refer to the CMHP website at:

<https://www.cmhp.org.uk/education-research/awards-from-the-cmhp/education-bursaries/>

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

## SECTION B - 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based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.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 by applicant** **Date**

## SECTION C – APPLICANT DETAILS

**Personal information**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname/family name** |  |
| **Job title** |  |
| **Brief outline of duties in this post** |  |
| **Time in this post** |  |
| **Name of employer** |  |
| **Work address** |  |
| **E-mail** **(for correspondence)** |  |
| **Contact** **telephone number** |  |

## SECTION D – COURSE DETAILS

**Course information**

|  |  |
| --- | --- |
| **What is the title of the course you are undertaking or planning to undertake?** |  |
| **What is or was the start date of your course?**  |  |
| **Who is the course provider?** |  |
| **What is the duration of your course?** |  |
| **What is the total cost of your course?*****For any fees already paid for the course please send proof of payment with your application*** |  |
| **Amount of bursary requested** **(up to maximum £500)** |  |
| **Who is funding your course?*****If joint funded please specify proportion self-funded and proportion employer funded*** |  |
| **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 E – 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.

**Manager or Supervisor information**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname/family name** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **In the space below, please tell us why you are supporting the application for this bursary.** |
|  |
| **Signature** |  |
| **Date** |  |