**Educational Bursary Application and Award Flow Chart**

**November Council meeting**

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

**By mid-September**

1. Education portfolio holder to pass awardee details to Treasurer (with evidence of payment of fees submitted with applications or after follow up correspondence)
2. Education portfolio holder to update bursary award spreadsheet

**By end September**

Treasurer to:

1. Pay bursary to awardee

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

If fewer applications meeting the criteria than bursaries, award automatically

**May/June**

Advertise bursaries via email e-group and CMHP website

Applications to be sent to education@cmhp.org.uk by **31st July**

**August**

Education Portfolio holder to collate applications and confirm membership of applicants with CMHP administrator

**By end August**

Inform council of proposed awardees by email for confirmation