

Educational Bursary Application and Award Flow Chart

November Council meeting 1. Set budget for following year 2. Agree number of bursaries available By end of April Advertise bursaries via email e-group and CMHP website Applications to be sent to education@cmhp.org.uk by 30th June July/August Education Portfolio holder to collate applications and confirm membership of applicants with CMHP administrator If more applications than bursaries, If fewer applications meeting the discuss with Vice President and criteria than bursaries, award President who to award automatically By end August Inform council of proposed awardees by email for confirmation By mid-September 1. Education portfolio holder to notify successful applicants and 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: Pay bursary to awardee