

SOUTH EAST MEMBER NETWORK: GUIDELINES FOR BURSARY APPLICATIONS

1. The South East Member Network (SEMN) Bursary is open to all CILIP South East members living, working or studying within the South East region.
2. Funding is available for training events such as study days and conferences. The bursary is given to enhance the knowledge and development of the profession and to further continuing professional development, so applicants should state why they want to attend this particular event/conference and how they plan to use their new knowledge and skills. Applications should be of cross-sectoral interest and those which support the SEMN aims and activities are particularly welcome.
3. Expenses related to higher education courses or study will not be covered.
4. SEMN will not award a bursary if part funding has already been awarded from other bursary awards or sponsors.
5. The bursary is not intended to supplement or replace an employer's obligation to fund training courses necessary for the execution of the applicant's job.
6. Applicants in employment or higher education should seek approval from their organization before submitting an application for funding.
7. Applications for the Bursary can be submitted at any point during the year.
8. The bursary is designed to cover attendance fees and travel. Conference accommodation costs would also be considered for funding. If different standards of accommodation are on offer, the assumption would be that standard accommodation would be selected, unless there were valid reasons why this would not be appropriate.
9. Funding will be available in CILIP conference years to cover the costs of attendance at the conference. Applications for the CILIP Conference will take priority over other events and are particularly welcomed from members who have never attended a major conference before.
10. A condition of all funding is that a meeting report is produced for the SEMN newsletter and website.
11. Applicants will be expected to complete the application form on the SEMN website stating the total amount sought and to submit this together with a letter of endorsement from a referee to the SEMN Secretary.
12. Applications will be judged by the SEMN officers (Chair, Secretary and Treasurer). Other SEMN Committee members may be asked to participate as appropriate. Committee officers and members must register any interests or professional relationships with applicants which may affect their judgement of applications.
13. The value of the award is at the discretion of the Committee and is dependent on available funds. The Committee's decision is final and no correspondence can be entered into. The Committee reserves the right not to award the Bursary.
14. Applicants will be notified as soon as possible after the decision is made.