

# Education Grants:

## Professional development grant applications hints and tips



### General information

#### How are grants awarded?

Grants are awarded through an open application process.

#### How many grants are awarded each year?

We award grants to over 100 people a year.

#### How do I apply?

Visit [www.rcnfoundation.org.uk](http://www.rcnfoundation.org.uk) for application details.

#### When will the grants be open?

You can apply for the Professional Bursary Scheme in the spring and autumn. Our other grants are open for applications in autumn.

## Eligibility

### Am I eligible?

There are different eligibility criteria for different schemes. These are:

<b>RCN Foundation Professional Bursary Scheme</b>	To apply for funding, you'll need to be: <ul style="list-style-type: none"> <li>• UK registered nurse or midwife</li> <li>• Nursing support worker working in the UK</li> <li>• Nursing associate</li> </ul> And: <ul style="list-style-type: none"> <li>• Doing a UK accredited course with an eligible start date</li> </ul>	<b>Who is not eligible?</b> <ul style="list-style-type: none"> <li>• Medical personnel</li> <li>• Nurses registered outside of the UK</li> <li>• Individuals in a support role not managed by a registered nurse</li> <li>• Undergraduate student nurses</li> </ul>
<b>RCN Foundation Needlemakers Scheme</b>	To apply for funding, you'll need to be: <ul style="list-style-type: none"> <li>• A UK registered nurse or midwife</li> <li>• Doing a UK accredited course, with an eligible start date</li> <li>• Able to demonstrate how you use needles in your work</li> </ul>	
<b>RCN Foundation Marcia Mackie and Rae Bequest</b>	To apply for funding, you'll need to be: <ul style="list-style-type: none"> <li>• A UK registered nurse or midwife</li> <li>• Working in Northern Ireland</li> <li>• Doing a UK accredited course with an eligible start date</li> </ul>	
<b>RCN Foundation Conference Grants</b>	To apply for funding, you'll need to be: <ul style="list-style-type: none"> <li>• A UK registered nurse or midwife or nursing support worker in the UK</li> <li>• Accepted to present your work at a conference</li> </ul>	

### What course start dates are eligible?

This depends on the round that you are applying for. Please see website for current dates.

### What courses are eligible?

Courses need to be accredited by a UK higher education institution.

### What courses are not eligible?

Courses that are not accredited by a UK higher education institution.

<b>What can I apply for funding for?</b> <ul style="list-style-type: none"> <li>• Course fees</li> <li>• Childcare relating to the course</li> <li>• Accommodation relating to the course</li> <li>• The amount it costs your employer to replace you when you are away from work if it's at least five consecutive days, or six or more days in total for each calendar year of your study. You would pass on this money to your employer.</li> </ul>	<b>What can I not apply for funding for?</b> <ul style="list-style-type: none"> <li>• Books</li> <li>• IT equipment or software</li> <li>• Meals and subsistence</li> <li>• Taxis/car mileage except when there's a medical, or other compelling reason</li> <li>• Service development project costs</li> </ul>
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## How much money can I apply for?

Each scheme is different:

RCN Foundation Professional Bursary Scheme	<ul style="list-style-type: none"><li>• Adult nursing, children's nursing, learning disability nursing and mental health nursing – up to £5,000 a year</li><li>• History of nursing (previously the Monica Baly Bursary Scheme) – up to £1,000</li><li>• Occupational health nursing (previously the Mair Scholarship Scheme) – up to £1,000</li></ul>
RCN Foundation Needlemakers	Up to £1,000
RCN Foundation Marcia Mackie and Rae Bequest	Up to £300
RCN Foundation Conference Grants	Up to £500

## What references do I need?

If you are applying for a qualification that's level 6 (degree level) or below, you need one reference from your manager.

If you're applying for a qualification that's level 7 (postgraduate level) or above, you need one reference from your manager and one academic reference.

If you are submitting two references, they must be from two different people.

## Who can provide an academic reference?

Someone who is able to comment on your academic ability. For example, a past tutor or senior professional colleague.

## What should the academic reference include?

Comment on the standard of your academic work and commitment to study.

Any reason your reference knows about why you don't have the study skills and academic ability necessary for successful postgraduate study.

## I have already started my course.

### Can I apply for funding for the fees that I have already paid?

Unfortunately, we can't fund retrospectively. If you've started a course and have modules within the eligible dates, you can apply for funding to cover them.

## Before I apply

Can I submit a hard copy of my form?	We only accept online applications.
What if I have a disability and can't complete the online application?	If you have a disability and find it difficult to complete the online application, contact us for an easy read application form by emailing <a href="mailto:grants@rcnfoundation.org.uk">grants@rcnfoundation.org.uk</a>
Can I apply on behalf of other people?	No, the application has to be made by the individual who is doing the course.
Can I apply for more than one course per application?	No, if you are applying for more than one course, you will need to complete a separate application for each one.
Does the RCN Foundation accept incomplete applications?	No, all parts of the application must be completed.
Can the RCN Foundation help me to find a course?	No, we can't help you find a course. Unfortunately, we can't provide any type of career advice as we are a grant giving charity.
If my application is unsuccessful, will I receive feedback?	Unfortunately, due to the number of applications we receive, we aren't able to give feedback on individual applications.
Can I re-apply another year if my application is unsuccessful?	Yes, you can re-apply.

## Completing the online application process

How long should my answers be?	Each section has a word limit.
I've started an online application and not submitted it yet. How can I continue my application?	Click on the application button. You will then be asked for your log in details, you should be directed to the application you have started.
I have forgotten my password, what shall I do?	You will be able to reset your password through the website.
I have submitted my application but I want to make a change to it. Can I?	No. Once you have submitted your application, you will not be able to make changes to it. So we strongly advise you to take the opportunity to review your application before submitting it.
I have missed the deadline due to an IT or technical issue. Can I still submit my application?	No. We can't accept any late applications submitted after the deadline. So we strongly recommend submitting before the deadline so that we can help you with any technical difficulties you may experience.
Will I receive a confirmation email?	Applicants will receive an email to confirm their application has been submitted. If not, please check your junk mail. If you still haven't received a confirmation email, please write to <a href="mailto:grants@rcnfoundation.org.uk">grants@rcnfoundation.org.uk</a>
How long will it take to hear back about my application?	It would usually take up to six weeks after the application closing date to hear back.

## Shortlisted applicants

Will I need to attend an interview?	You will need to attend a telephone interview if you have applied for a grant over £2,500 and you are shortlisted.
When do interviews take place?	Interviews will take place following the closing date and once applications have been reviewed. Shortlisted applicants will be contacted by email to inform them of the date.
If I am shortlisted for an interview and can't make that date, can I come on a different date?	No, if you can't make the interview, another date can't be arranged.
If I am unsuccessful at the interview stage, will I receive feedback?	Unfortunately, due to the number of applications we receive, we can't give feedback on individual applications.

## Successful applicants

What are the terms and conditions of my grant?	You will need to submit evaluation reports on your learning experience to the RCN Foundation. Full payment of the grant will not be made until we have received these. Successful applicants will receive the full terms and conditions with their award letter.
My course has increased in price, can you pay the new price?	Once a grant has been awarded, we can't amend the amount.
What happens if I am unable to complete my course or submit reports when required?	You may be asked to repay the grant awarded to you.
Can I join the Foundation alumni network?	Yes, all successful applicants will automatically be signed up to the alumni network.