

**IFPA CHARITABLE TRUST
EDUCATIONAL AWARD APPLICATION FORM**



Name:	Address:	IFPA Membership No:
		IFPA Membership Category:

Any awards are only available to IFPA members

Application for Award (please ✓ box)			
		Educational Venture	
UK Scholarship Fund		One Off CPD grant (all members)	
Study aids		Regional Group Activity	
Other research funding (please state)			

For Scholarship Funding		
Name of IFPA Training School supporting this application		Principal Tutor
Address:		
Contact Tel	Email	Fax
*All SCHOLARSHIP funds awarded will be payable to the Aromatherapy school/college/university Applications require information on personal finances, course fees and length of study time.		

For all other awards e.g. Study aids (equipment/books) projects, voluntary work, regional activity, CPD) please give details below e.g. title, venues, costs, reasons & participants.

Please use separate sheet for information if needed. All Study aids/equipment awards will be given on receipt of the purchase of these items.

All scholarships, educational, & voluntary schemes **must** provide additional evidence in support of this application **on** submission and should include

1. Total course/training costs
2. Course details of study, times, commencement & completion dates
3. Aims & objectives of education or voluntary practice
4. Total costs for setting up/running educational or voluntary venture
5. Any other personal/academic evidence to support your application (financial position to meet total costs of venture/study/books or equipment)

Details of Award allocations:

- Major awards/scholarships for basic training will be up to a max of £1,000 towards total costs, based on financial position
- Books & equipment up to £200 for any 1 application (receipts for purchases must be submitted before payment)
- Travel & accommodation for basic training, up to £300 for any 1 applicant. Overseas students will be able to apply only once in every 3 years up to a max of £1,000
- CPD/Conferences. Applicants will only be eligible to apply once as a one off payment for fees & subsistence up to 50% of total costs.
- Educational/ other events. Awards will be limited to 2 in total and up to 50% of total costs.
- The Annual Acorn Research Award (£2.000) & The Annual Case Study Award (£75) will be processed separately with the chair of Research & Scientific Matters

The above awards are discussed and are at the discretion of council. All receipt of applications will be confirmed in writing. Individuals receiving any major award will be required to offer IFPA some recognition on completion of their undertaking, e.g. help at Conference or submission of article for In Essence. Contact will be made from Bursary & Awards Chair.

I certify that I am not in receipt of any other funding for this award

Signed **Date.....**

Office Use/Checklist				
Application received on	Date			
Supporting evidence attached	Yes	No		
Copy Chair of Charitable Trust	Date	Returned Date		
Copy Chair of International Affairs*	Date	Returned Date		
Copy Chair of Research & Scientific*	Date	Returned Date		
Outcome and recommendations	Approve	Deny	Conditions	Amount £
Comments from Charity sub-group:				
Signed Chair of Bursary & Awards				
Countersigned by IFPA Chair			Date	
			Date	
Approved for Payment				

* If applicable