

## HELEN LEY BURSARY FUND RULES

### Background

MS is a life-long, complex and variable condition. Those who have progressive forms of the condition and have become severely affected by their MS may be classed as having advanced MS. People with advanced MS rely on the skills and knowledge of a number of different health care professionals working across various organisations. The Helen Ley bursary is intended to support registered nurses and AHPs working with people with advanced MS in a range of settings to access funding to support their continuing professional development.

### Purpose of the Fund

The purpose of the Helen Ley bursary fund is to enable nurses and allied health professionals to access education and training to enable them to meet the needs of people with advanced MS. This includes, but is in no way limited to, education and training provided by the MS Trust.

### Eligibility

- Registered nurses and allied health professionals registered with the HCPC who provide services to people with advanced MS.
- The Helen Ley bursary fund is set up to support those whose work can have the greatest impact on the care of people with advanced MS. The extent of clinical contact with people with advanced MS and the opportunity to influence and improve the practice of others will be taken into consideration.

### Rules

- Applicants must submit a typed and well-presented request to the fund using the specified grant application form that can be obtained from the MS Trust. Forms can be downloaded from the website.
- An up-to-date CV must be sent with the application form.
- Up to 75% of the cost of any course will be paid by the fund, with a maximum allocation of £2,000 per individual applicant per year. The amount of funding awarded is at the discretion of the Steering Committee.
- In the case of applications for funding for higher education, requests for funding over more than one year will be considered.
- No requests for travel or accommodation costs will be considered.

- The provider of the balance of costs must be stated in the application. Self-funding is acceptable.
- The grant will be paid directly to the provider of the educational course.
- Applications will be considered and approved by the Steering Committee. Submission and notification dates are as per the timetable below:

<b>Submission date</b>	<b>Consideration by Steering Committee</b>	<b>Notification date</b>
End January	End February	Mid-March
End February	End March	Mid April
End March	End April	Mid May
End April	End May	Mid June
End May	End June	Mid July
End June	Mid July	End July
End July	Mid August	End August
End August	Mid September	End September
End September	Mid October	End October
End October	End November	Mid December
End November	End December	Mid January
End December	End January	Mid February

- Once the grant has been paid, failure to attend the funded course will result in a requirement to refund the full cost of the award, unless evidence of family and/or medical emergency can be provided.
- After the course the candidate will be required to write a short report for the MS Trust outlining how the course met their learning objectives as specified on the application form.
- If a person applies for a subsequent award the total amount they have been allocated will be considered when assessing the level of the grant awarded.
- For larger funding awards, the applicant may be asked to write an article for the MS Trust's quarterly publication or for the website.
- Any dissemination of work arising out of funding should acknowledge the MS Trust as a funding source.

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