

Access Fund Application Form and Guidance Notes

Access Fund Details

If you require an alternative method for applying, such as applying over the telephone, please call 0207 840 1000 or email accessfund@institute-of-fundraising.org.uk and we will offer alternative methods.

The opportunities available through the fund are for passes for Fundraising Convention 2019, plus related travel and accommodation costs.

Fundraising Convention is the largest event for the fundraising community in Europe, bringing together fundraisers from across the UK, and engaging attendees in a range of sessions each day.

We are seeking applications for the following bursary awards:

- Fundraising Convention – 1 day pass
- Fundraising Convention – 1 day pass plus accommodation and travel
- Fundraising Convention – 3 day pass
- Fundraising Convention – 3 day pass plus accommodation and travel

We will reimburse evidenced accommodation costs up to £100 per night plus evidenced travel costs (both to be agreed on a case-by-case basis following the award).

Eligibility Criteria

To apply, you must self-identify as:

- BAME (Anyone who self-identifies as Black, Asian or from a Minority Ethnic background)
- LGBT+ (Anyone who self-identifies under the LGBT+ umbrella, for example as lesbian, gay, bi and/or trans)
- Disabled (Anyone who self-identifies as living with a disability)

You must be a UK resident, be able to demonstrate a genuine commitment to the fundraising profession and show that you would not be able to attend Fundraising Convention without the award.

We would also like you to explain how you will benefit from attending Fundraising Convention, and how your attendance will help the organisation you work or volunteer for.

Applications are open to both members and non-members of the Institute of Fundraising

Application Process

Applications for bursaries towards Fundraising Convention 2019 are open and will close at 5.00pm on 13 May 2019. Please email your completed application to accessfund@institute-of-fundraising.org.uk or by post to:

Access Fund
Institute of Fundraising
Charter House
13-15 Carteret Street
London
SW1H 9DJ

Selection Process

Copies of the applications which exclude the name of the applicant and identifiable details, will be reviewed by a panel made up of IoF staff and members of the IoF Advisory Group on Equality, Diversity and Inclusion. The panel will decide which applications should receive the Award. The panel's decision is final.

All applicants will hear via email by the 31st May confirming the outcome of their application and, where an Award has been granted, information outlining the next steps.

Guidance Notes

- Please complete the Personal Details page in full. It will be detached from the main body of the application for blind-shortlisting of applications
- Please ensure that you read the declaration carefully and sign and date the form. If you are submitting your application via e-mail, please type your name and the date. This together with your accompanying e-mail will be deemed to form an electronic signature
- Please do not include identifying information in the Supporting Information section. Identifiable information could include; organisation names, names of colleagues, previous organisations etc.
- We expect the Access Fund 2019 to be heavily subscribed, so to give your application the greatest chance of success please explain clearly why you wish to apply for the bursary, explain the current barriers that prevent you attending and detail any other relevant information or experiences that you feel would support your application
- Applications which have the greatest chance of success are those which demonstrate both the need and anticipated impact that being awarded a bursary would have on you and your organisation.

Application Form

Personal Details (please complete in full):

- Name
- Phone number
- e-mail address
- Organisation
- Role: Date started
- Organisation address
- Postcode

Award Details

Please indicate what award you are applying for:

- Fundraising Convention – 1 day pass
(please indicate which day _____)
- Fundraising Convention – 1 day pass plus accommodation / travel
(please indicate which day _____)
- Fundraising Convention – 3 day pass
- Fundraising Convention – 3 day pass plus accommodation / travel

Please indicate which eligible community, or communities if more than one, (described on page 1) you identify with:

Declaration

The information you provide in this form will be used by the Institute of Fundraising (Controller) solely to assess your application to receive the Fund and, if successful in administering the Award.

All completed forms sent to the Access Fund email or postal address will be accessed by a single co-ordinator and will be kept in a secure, restricted access environment.

Completed forms will be anonymised for the selection process. Please refrain from using identifiable information in the Supporting Information section

All copies of the application forms will be securely destroyed within 1 month following completion of the selection process.

By signing this application form you confirm that the information given is correct, and authorise the Institute to retain and process your information as outlined above:

Signed:

Date:

Print name:

If submitting by e-mail please type your name and the date. This, together with your attached e-mail will be deemed to form an electronic signature.

Supporting Information (please do not use identifying information)

Please provide a brief outline of your role and responsibilities (100 words maximum):

How would attending Fundraising Convention benefit your personal development and the wider organisation you work or volunteer for as a fundraiser? (150 - 200 words maximum):

Please indicate why you would not be able to attend without the award (150 - 200 words maximum):

If your application is successful, are any reasonable adjustments/adaptation required by the Institute of Fundraising to ensure that you can appropriately engage in this event?

If you were to be awarded a bursary, please confirm that you would be able to take it up:

Thank you for your interest in the Access Fund and for taking the time to complete this application. All applicants will hear via email by the 31st May confirming the outcome of their application and, where an Award has been granted, information outlining the next steps.