

# IoF Academy Qualifications Bursary Guidelines



The Institute of Fundraising (IoF) aims to support individual members aiming to achieve the IoF Academy qualifications - the Certificate in Fundraising, the Diploma in Fundraising and the Advanced Diploma in Fundraising - through support and the provision of Qualification Bursaries to help towards course costs.

The IoF is able to award a limited number of bursaries for its Certificate and Diploma qualification courses. These awards are based on an assessment of financial need and will take into account the financial circumstances of the charity and the case of the individual fundraiser. Bursaries are only awarded to fundraisers who, in the opinion of the IoF, will benefit from and contribute greatly to their organisation and the cause it represents.

The decision whether to award a bursary and the amount of any such concession is entirely at the IoF's discretion and is not subject to appeal. As there is always substantial pressure on these resources, applications should be made as early as possible and applicants should recognise that not all such requests will be successful.

The bursary will be given in the form of a pledge to help students lever other funding towards the qualification course costs and will be payable directly to the Institute once the full funding has been secured and the relevant qualification course has been booked.

Bursaries are awarded to individual students booking on to qualification courses taking place at confirmed dates and are specific to that course; bursaries are non-transferrable.

The deadline for the receipt of applications will be advertised on the IoF website at [www.institute-of-fundraising.org.uk/bursaries](http://www.institute-of-fundraising.org.uk/bursaries); applicants will be notified of the Committee's decision no less than one month prior to the first training day/session of the relevant qualification course.

## **Applications will only be considered for an IoF qualification bursary if:**

- Applicants hold current Associate or Full Individual membership of the Institute of Fundraising.
- Applicants are employed as a fundraising professional or, if applicants can prove that 50% of their time is devoted to fundraising for a non-profit organisation.
- Applicants agree to complete a post qualification evaluation regarding their experience and attend an IoF regional meeting (if requested to do so) to share their learning experiences on the qualification course.
- The applicant or the applicant's organisation will be responsible for their own transport costs plus any accommodation needed to attend the qualifications training.

## **Points to note:**

The number of bursaries available depends on the course. Up to two are available for each qualification course; only one bursary will be awarded per organisation per course. Please note bursaries are not currently awarded for IoF qualification courses online.

Only individuals working for charities are eligible to apply for the Qualification Bursary and the priority will be on those individuals working for smaller charities.

The Qualification Bursary must be repaid in full if the applicant does not complete the qualification course.