**Small Grants Application Form**

Our Small Grants are for individual or groups of Occupational Therapists (OTs), support workers or students who are contributing towards the development of the OT profession in low to medium resource settings.

OT Frontiers UK will support a maximum of 5 applications for funding of up £150 each during each financial year to help with the following:

* OT service developments at local and/or national level
* the continuing professional development of OT’s

Successful applicants will be expected to share their learning experienced with OT Frontiers UK in the form of a ***written report*** or ***a short presentation during an OT Frontiers General Meeting*** and where appropriate publish or disseminated their learning to ensure that good practice is shared. Reports may, with your consent, be published on the OT Frontiers UK website.

OT Frontiers UK will seek to work alongside country professional OT bodies or appropriate intermediaries in administering the grants but may where relevant work directly with individual OTs.

**Process**

* Complete the attached Application Form. Please make sure that your application is concise and clearly states what you are proposing. Submit the Application Form to [enquiries@otfrontiers.com](mailto:enquiries@otfrontiers.com).
* Application deadlines are 3 times per year - on the first of February, May & August.
* A confirmation email will be sent back stating that we have received your application.
* Your application will be considered at the next Grants Review Meeting, held by the OT Frontiers committee 3 times per year - on the third Tuesday in the months of February, May & August. You can expect a reply about whether your application is successful or not after the next meeting.
* OT Frontiers UK will work with the relevant country professional OT body or other relevant intermediaries (if necessary) while reviewing your application.
* OT Frontiers UK may request further information if required. If your application is not successful, we will provide you with clear feedback as to why not.
* OT Frontiers UK will choose whether to send funds at the appropriate time to the country professional OT body, direct to the applicant or via a relevant intermediary.
* Successful applicants must submit a written report *within 2 months* of completion of the project or event of outcomes/learning to OT Frontiers UK. Examples of previous reports can be seen on the OT Frontiers UK website.
* We may publish your report on the OT Frontiers UK website, with your consent. Any photos submitted with your report must meet the guidance in the OT Frontiers UK Photo Consent policy.
* Applicants who do not see their project through to the end within a timescale agreed between OT Frontiers UK and the applicant, will be expected to return the money they received.

**Examples of appropriate use of funding**

* To produce materials or resources for a specific project or training event
* To hire a venue for a service development or training event
* To attend a relevant training event

*OT Frontiers UK accepts no financial responsibility for any other costs incurred by applicants or organizations beyond what is agreed upfront. Applicants awarded a grant are not considered to be working for or on behalf of OT Frontiers UK.*

***Please note funding cannot be used to pay OTs or service users for their time or participation.***

**Small Grants Application Form**

| **Name** |  | | | **Address** |  |
| --- | --- | --- | --- | --- | --- |
| **Phone (incl country code)** |  | | | **Email address** |  |
| **Employment Details**  Employed •  Self employed •  Voluntary • | Name of employer/voluntary organisation (if applicable):  Are they aware of the funding application? Yes • No •  Post Held:  Address: Work Tel No: | | | | |
| Background to the proposal, project or event you are applying for funding for: (max 500 words) | | | | | |
| Amount of funding you are applying for:  (max of £150) | | |  | | |
| What do you intend spending the money on? Please give ***full details*** e.g.: printing £20, venue cost £40 etc. | | | | | |
| In what way does your request fit into the OT Frontiers mission statement (on website)? (max 200 words) | | | | | |
| What difference will this grant make to you and the people you work with? (max 200 words) | | | | | |
| What contribution are you personally making in terms of time, money etc. to this project/event? (max 100 words) | | | | | |
| What assistance (money or otherwise) if any, are you receiving or applying for, from other organisations?  (Please detail all other organisations and amount of support being given or requested from each) | | | | | |
| **Date of submission:** | |  | | | |

Once complete, please email your Application Form to [enquiries@otfrontiers.com](mailto:enquiries@otfrontiers.com)