**The Fliss Akehurst Grant**

**To support the development of Occupational Therapy**

**in low to medium resource settings**

1. **Introduction**

In line with OT Frontiers’ principle aim to support individual occupational therapists and groups of occupational therapists who are contributing towards the development of the occupational therapy OT profession in low to medium resource settings, OT Frontiers will support applications for funding from £150 to a maximum of £800, to help with the following activities:

* participation in OT practice and service development initiatives at local and national level
* the continuing professional development of individual OTs
* the development of national education programmes through research and development activities
1. **Process**
	* 1. Application forms (completed in full) need to be submitted to OT Frontiers at enquiries@otfrontiers.com
		2. Application deadlines are 3 times per year - on the first of February, May & August.
		3. A confirmation email will be sent to the applicant(s) and the application will be considered at the next Grants Review Meeting.
		4. 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.
		5. If necessary, OT Frontiers will contact the relevant country professional occupational therapy body, or individual occupational therapists, to review the application and make comment, or provide support and advice when required.
		6. OT Frontiers will request a virtual meeting to discuss the proposed project and request for funds prior to grant approval.
		7. OT Frontiers may request additional supporting documentation. For example, a university offer or a quote from suppliers for materials
		8. OT Frontiers will provide clear feedback to the applicant of any changes or additional information that may be required. For example, expectations relating to feedback during and at the end of the project, and of any support or mentoring needs that have been identified.
		9. On receipt of a grant, the successful applicant(s) will be expected to share their learning with OT Frontiers through a written report or verbal presentation, and where appropriate, publish/disseminate findings to ensure that good practice is shared across the global community of OTs.
		10. OT Frontiers will send funds, where possible, to the country professional occupational therapy body to disseminate, otherwise direct to the applicant or via a relevant named intermediary.
		11. The applicant will feedback activity outcomes/learning to OT Frontiers, their professional body and/or relevant named intermediary.
		12. If a third party agreement is entered into for additional funding for the same activity, this information will be shared with OT Frontiers on application of Grant funding.
		13. OT Frontiers accepts no financial responsibility for any other costs incurred by applicants or organisations beyond what is agreed within the grant application.
		14. Applicants awarded a grant are not to be considered employees of OT Frontiers.
		15. Completed projects will be listed, if appropriate, on the OT Frontiers website.
		16. If projects are not completed within the timescale agreed between OT Frontiers and the applicant, all monies received will be returned to OT Frontiers.
2. **Eligibility criteria**
	* 1. You must be a qualified occupational therapist living and working in a Low-Middle-Income Countries (LMIC).
		2. The proposed activities must take place within a LMIC.
		3. The proposed action should clearly meet OT Frontiers mission to support the development of the profession of occupational therapy in LMICs.
3. **Examples of appropriate use of funding**
4. To produce materials or resources for a specific project activity
5. To attend a relevant local/ regional training event
6. To hire a venue for a service development or training event
7. To gather relevant professionals to a series of meetings to develop curriculum for a BSc programme in OT
8. To complete research in a specific practice area to develop local knowledge

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

| **OT Frontiers Large Grant Application** |
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| **SECTION 1: Contact details** |
| Country |  |
| Action Name  |  |
| Name of group/ organisation  |  |
| Name/ Position of principle contact |  |
| Contact details (email) |  |
| Please attach documents that you feel will support your application e.g. your CV, a recommendation letter from your employer, a letter from your country’s professional body confirming your membership and your support of their work |
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| **Section 2: Background to Proposed Action** |
| What is the problem identified and how has it come about? *300 words max* |
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| What is the impact of the problem identified? *300 words max* |
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| **SECTION 3: Proposed Action** |
| What are the details of the proposed action? Please provide information on the stakeholders/ beneficiaries, time frame, and location, etc. 5*00 words max* |
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| How do you justify the proposed action? What have you previously tried and how does this support your current proposal? 5*00 words max* |
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| What benefits/ positives do you see following this action and how will this happen? 5*00 words max* |
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| What are the detailed costs of the proposed action? Please include specific actions costs, and any third-party contributions. |
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| **SECTION 4: Action Evaluation**  |
| How will you evaluate the outcome of the proposed action? Please detail all deliverables and responsible person(s). e.g. How will you report back to OT Frontiers? |
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| **SECTION 5: Additional Information** |
| Please add any additional information that you believe is relevant and may support your application *300 words max* |
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| Signature:  | Date of Submission: |