

# CILIPS PROFESSIONAL DEVELOPMENT FUND GUIDANCE



CILIP in Scotland Professional Development Fund aims to support CILIP Professional Registration Framework (PKSB), Chartership, Fellowship and/or Revalidation by providing financial assistance to members wishing to attend events that contribute towards professional development. Events can include conferences, courses or seminars organised by CILIPS, CILIP or other organisations in the UK or overseas. The assistance awarded may not cover all costs and single individual awards are limited to £600. Calls will be made for applications 4 times a year via CILIPS newsletter and website

## **Criteria for applications:**

- Applicants must be personal members of CILIP;
- Must be based in Scotland
- Should not have received a grant in the previous year
- Retrospective applications will **not** be considered

**Awarding of funds:** In awarding funding the Committee of trustees will base its decision on the outcomes of a decision matrix as well as factors such as:

- The quality of the application, including its presentation
- Whether an applicant has received a CILIPS or CILIP award in recent years. (Preference may be given to those who have not benefited from an award in the past.)
- If there is an expectation of future commitment to the profession.

In making the award preference may be given by the committee to new professionals or members with limited access to alternative funding sources. Please give details of any circumstances which you wish to be considered by the Trustee Board.

All award recipients are expected to write up to 500 word reflective report for CILIPS newsletter.

## **HOW TO APPLY**

Completed CILIPS Professional Development Fund application form online, give all costings including those being funded from elsewhere.

## **Please state:**

- Reasons for attending the event.
- How the event links to professional registration framework (PKSB), Chartership, Fellowship and /or revalidation.
- How the event would assist with your career.

**\*\*\*** The above information is required to support your application. (300-500 words total)

The Director will advise applicants whether, or not, they have been granted an award within 2 weeks the closing date. Final decision is with the Trustee Board.