

THE NIGHTINGALE FELLOWSHIP

ESMOND BEQUEST

Information for Applicants

The Esmond Bequest, administered by the Council Members of the Nightingale Fellowship, provides funds to assist Full and Associate members of the Fellowship to pursue professional development beyond basic training, at home and abroad.

The professional development should take the form of a period of formal education i.e. a recognised course or systematic period of study leading to a certificate or award.

Bursaries awarded are made twice a year.

All correspondence relating to the Esmond Bequest should be sent to The Honorary Secretary, Nightingale Fellowship, 6 Trull Farm Buildings, Tetbury, Gloucestershire. GL8 8SQ. Further information is available by telephoning the Fellowship Office on 01285 841908 where the administrative secretary, Mia Duddridge, will be pleased to assist; or you may wish to e-mail info@thenightingalefellowship.org

CRITERIA

Applications will only be considered from those who fulfil the following requirements:

1. Applicants must be Full or Associate members of the Nightingale Fellowship
2. Applicants must be able to demonstrate that they have applied for funding from other sources including their current employer. Consideration is only given to those who have informed the Honorary Secretary of the outcome of each of these other applications.
3. All completed forms, which **MUST** include results of applications to other sources, must be received by 1st Jan, for the February meeting and 1st July for the August meeting.

4. You must be able to demonstrate that your employer supports your application. Please clarify how much study leave you have been granted.
5. Grants will be awarded for one year. If the period of study is for more than one year's duration, it will be necessary to re-apply annually.
6. Fees must be paid in advance and a copy of the receipt of the fees must be sent to the Honorary Secretary before any agreed payment can be processed.
7. In order to undertake analysis for future awards it is essential that a report is received at the end of each course or period of study. These reports are considered for publication in the Journal of the Nightingale Fellowship.

Questions you may wish to ask:

1 Q: Do I have to complete all sections of the form?

A: Yes and as comprehensively as possible; you are not called for interview, so the application form provides the basis on which the council members reach their decisions.

2 Q: How will my application be processed?

A: i) On receipt of your completed application form you will be sent an acknowledgement letter or a letter raising any queries.

ii) Following the meeting, you will be sent a letter to say whether or not you have been awarded a grant.

3 Q: If I am awarded a grant, when will I receive the cheque?

A: Once you can send EITHER A COPY of the receipt of the fees OR a letter from your tutor to say you have started the course. Unfortunately a letter confirming that you have a place on the course is insufficient for this purpose, as we are aware that between being accepted to do a course and actually starting, unforeseen circumstances may prevent an individual taking up the place offered.

4 Q: Once I send the requested 'evidence' how soon will I receive the cheque?

A: The cheque has to be signed by the Honorary Treasurer who does not work in the office at St Thomas' Hospital, which can therefore mean a delay of up to three weeks.

5 Q: Can I apply for more than one grant for the same course?

A: Yes, but not in the same calendar year. This is because the financial year of the Nightingale Fellowship is from January to December and the Esmond Bequest has a set limit to use during this period. It would be unfair to give more than one bursary each year to one individual.

6 Q: Can I assume that I will receive the same amount for subsequent applications?

A: No. While the Council Members look sympathetically at each application and certainly try to give subsequent grants, an amount cannot be guaranteed.