

Terms and Conditions – MND Continuing Professional Development (CPD) Fund

Acceptance of funding from the MND Association CPD Fund indicates you agree to be bound by the terms and conditions of the scheme. Please ensure you read and understand these.

1. Scope

1.1 The intention of the CPD Fund is to enable health and social care professionals to undertake continuous professional development which has the potential to improve care, quality of life or clinical outcomes for people living with MND.

1.2 The MND Association offers a limited number of awards towards (up to a maximum of £250 per person in any one rolling year)

- Education courses to a maximum value of **£250**
- Travel (mileage, public transport or parking) and/or poster printing costs required to give an MND related presentation at a conference (with priority for the APF). Maximum award **£150**.

The Association will not meet associated costs such as books, accommodation or other expenses.

1.3 We welcome applications for a range of activities related to MND; however, we will prioritise applications for activities in the Association's priority areas.

- cognitive impairment and frontotemporal dementia
- respiratory management
- palliative and end of life care
- augmentative and alternative communication
- nutrition and gastrostomy
- psychological support
- multidisciplinary team working
- research methods

2. Eligibility

2.1 The applicant must currently be employed (full or part time) as a health or social care professional in England or Wales. Northern Ireland has a separate scheme.

2.2 The applicant will work with people living with or affected by MND, as a requirement of their current employment.

2.3 The applicant must be a member of the Community of Practice and demonstrate an on-going professional commitment to the care of people living with and affected by MND.

2.4 Applications must be submitted at least a month before the start date of the activity and will be assessed on a rolling basis to facilitate a timely response.

2.5 A maximum of £250 may be awarded to successful applicants within any rolling twelve-month period.

2.6 If applicants are unsuccessful they may reapply as long as the eligibility criteria are met, and the application is received at least one month before the start date of the proposed activity.

2.7 Education courses organised or run by the Association are not eligible for funding.

3. Applicant

3.1 The applicant will define their learning objectives for the opportunity for which they are seeking funding and how it will improve practice and care/support for people affected by MND.

3.2 The applicant must provide the Association with a copy of their certificate of attendance or similar to confirm they have completed the activity, within the timeframes outlined in their acceptance letter.

3.3 If a certificate or proof of participation is not submitted within the specified timeframe, the applicant and/or their employer may be required to return the full value of funds awarded.

3.4 If the applicant no longer wishes to undertake the CPD opportunity or defer, they must notify the Association. Individual circumstances will be considered in order to arrive at a mutually acceptable solution.

3.5 The applicant will share outcomes of their CPD through the Community of Practice as proportionate to the activity undertaken, eg course evaluation, presentation, poster, or resource, as appropriate.

3.6 The applicant agrees to complete an CPD Fund evaluation form.

3.7 If successful, the applicant agrees to the Association publicising their receipt of funding support from the charity eg on the Association website to help promote the CPD Fund.

4. MND Association

4.1 The Association will assess each applicant based on their application. Funding is awarded at the Association's discretion.

4.2 The Association will prioritise applications for activities which meet the charity's education strategic priorities (see clause 1.3)

4.3 The Association aims to respond to applicants with a decision within 4 weeks of each submission deadline.

4.5 If successful in applying for an education course, the Association will contact the applicant by email and request bank details for BACS payment.

4.6 If successful in applying for support to give an MND related presentation at a conference, the Association will contact the applicant by email enclosing an expenses claim form to be submitted, with appropriate receipts up to the value of the amount awarded and request bank details for BACS payment

4.7 The Association reserves the right to make changes to these terms and conditions.

5. Queries

5.1 Any questions about these terms and conditions should be addressed to the Association's education and information team via email CoP@mndassociation.org

5.2 If you have any queries regarding your application, these should also be addressed to the education and information team at CoP@mndassociation.org