

Terms and Conditions - Organisational bursaries for values of up to £5000

Date: December 2022

By accepting a bursary from Prostate Cancer UK, you are also agreeing to be bound by the terms and conditions as outlined below. It is therefore important that you read and understand them prior to accepting the bursary.

1. Scope

1.1) This bursary scheme is designed to enable Organisations, Institutions and Professional Bodies (hereafter referred to as 'Organisations') to provide UK based, education activities on prostate disease for health, allied health, and social care professionals. Activities are defined as training events, study days, conferences, clinical updates or similar.

1.2) Prostate Cancer UK have a limited number of bursaries available for this scheme and they are primarily intended to support the provision of educational activities. Prostate Cancer UK will not cover associated costs such as books, travel, or other expenses at this time.

1.3) This bursary scheme is primarily intended to support Organisations wishing to provide prostate disease focused education based in the UK, such as training events, study days, workshops or similar.

We welcome bursary applications for all types of education related to prostate disease, however, we will prioritise applications for activities that meet our priority areas.

2. Eligibility

Organisational bursary applications are reviewed on an individual basis.

2.1) Organisations eligible and encouraged to apply are NHS Organisations, hospitals, community-based health and social care Organisations, universities/colleges, health professional bodies/associations or similar.

2.2) Bursaries are only available to organisations providing healthcare free at the point of need to patients with prostate health concerns.

2.3) Prostate Cancer UK will **not** consider applications:

- For activities based outside the UK
- For activities that do not have a clear focus on prostate disease
- For retrospective activities - only applications for future educational activities will be eligible. It is advisable for applications to be submitted at least 3 months before the activity is scheduled to take place.

- For bursaries for more than £5000 per activity
- For applications from individual health and social care professionals
- From private healthcare organisations or similar

3. The Organisation

3.1) All submitted applications must identify a lead contact for the application process. The lead contact will represent the Organisation and be responsible for all liaisons with Prostate Cancer UK and for ensuring the terms and conditions of the bursary are adhered to.

3.2) The Organisation must notify the Education team at Prostate Cancer UK immediately if there are any changes to the details for the lead contact.

3.3) The Education team at Prostate Cancer UK must be kept up to date of any significant changes to the event structure, programme, and educational content or to those delivering the activity, both before and after a bursary is issued.

3.4) The Organisation is aware that the education team at Prostate Cancer UK reserves the right to send a representative to the sponsored activity, at any time during the activity. The Organisation will be provided with reasonable notice if a representative will be attending.

3.5) If the Organisation wishes to withdraw from the bursary process or, if the activity is cancelled, the education team at Prostate Cancer UK must be notified immediately. Prostate Cancer UK will engage in discussions with the lead contact to arrive at a workable solution. Applicants should note the bursary may be required to be returned in its entirety to Prostate Cancer UK.

3.6) The lead contact must provide the Education team at Prostate Cancer UK with evidence via email that the activity went ahead as planned, within two months of the activity ending.

3.7) All educational activities under the Organisational bursary scheme must be evaluated by the Organisation hosting the activity (or a partner of) and include three key evaluation questions provided by Prostate Cancer UK. More information about this can be found in the Frequently Asked Questions document.

3.8) All evaluation forms and analysis documents must be kept by the Organisation for one year after the activity, copies of which may be requested by Prostate Cancer UK. A summary of the evaluation feedback must be submitted to Prostate Cancer UK within two months of the activity ending. More information about this can be found in the Frequently Asked Questions document.

3.9) The Organisation is responsible for ensuring that relevant equality legislation is compiled to at all stages of the event management.

3.10) The Organisation is responsible for ensuring venues used for the activity comply with relevant health and safety legislation.

3.11) If successful in their application, the Organisation agrees to their activity being advertised on the Prostate Cancer UK website, unless otherwise specified in their application form.

3.12) If successful in their application, the Organisation agrees to advertising the receipt of their bursary from Prostate Cancer UK on their promotional/delegate material, as specified in the Frequently Asked Questions document and the bursary logo guidance document.

4. Prostate Cancer UK

4.1) Prostate Cancer UK will assess each applicant based on their online application. Bursaries will be awarded at Prostate Cancer UK's discretion. Prostate Cancer has the right to request additional information when considering an application.

4.2) Prostate Cancer UK reserve the right to prioritise applications for activities that meet the charity's priority areas.

4.3) Multiple applications, for more than one educational activity, submitted by the same Organisation will be considered. However, Prostate Cancer UK will take into consideration any previous successful applications when making assessments.

4.4) Prostate Cancer UK aims to respond with a successful or unsuccessful decision within 3 to 4 weeks of the application deadline. The deadlines and assessment panel dates can be found on our website.

4.5) If the Organisation is successful, Prostate Cancer UK will provide them with an official statement of acknowledgement for the bursary.

4.6) If the Organisation is successful, Prostate Cancer UK will pay the agreed bursary directly, and in full, to the Organisation hosting the education activity, within thirty days of receipt of an invoice from the Organisation. Please note the charity will not pay invoices in any currency other than UK pounds.

4.7) Prostate Cancer UK reserves the right to make changes to these terms and conditions from time to time, both before and after an Organisation receive the bursary.

4.8) As there are a limited number of bursaries available, Prostate Cancer UK reserve the right to offer partial bursaries if this is deemed appropriate. This decision will be made on a case-by-case basis.

6. Queries and Complaints

6.1) Queries about the terms and conditions should be addressed via email to the Education team at education.bursaries@prostatecanceruk.org at Prostate Cancer UK.

6.2) If you have any queries or concerns relating to the processing of your application, please contact the Education team at education.bursaries@prostatecanceruk.org at Prostate Cancer UK.