



## Hedgerow Bursary - Conditions

### 1. Purpose

The purpose of the Bursary is to assist Member Association delegates to attend Council Meetings, & AGMs. Monies are **not to be used for travel to or from Regional Meetings.**

### 2. Priority to Emerging Nations

Assistance Shall be given initially to those countries who fall into the area where our subscription band limits their payment to £53.00 because of their classification within the World Bank listing of lower income countries. Consideration Shall also be given to countries where the member country is not classified as a “lower income country” as their national economies are vibrant, but the Member Association is not cash rich and cannot afford expensive travel costs. Evidence on the lack of ability to pay will be required from the Member Association. If there are no applications in a particular year from those “lower income countries”, then consideration might, with discretion and the consideration of a case made, agree to an application from a “higher income country” Member.

### 3. Applications

Applications will only be received from Member Associations and not individual delegates. The Member Association, if successful, can then use the funding to send one delegate or if they prefer, split the funding between 2 or more delegates. If only one delegate attends, he/she can bring the required proxies to the meeting.

**Member Associations are required to have at least 2 years membership in the Federation before they can make a funding application**

### 4. Nominees

Nominations Shall only be made by the Council/Board President or Chairman of the Member Country Association on the delegate’s behalf and the application shall be supported by the minuted agreement of the Member Association. Only those accredited or appointed representatives to the IFEH Council (since only full members have voting rights) or those appointed as IFEH Office Bearers who might be appointed as Council representatives by their organisation may be eligible for consideration.

### 5. Faculty Forum

The Faculty Forum are Associate Members of the Federation, and should not be eligible for funding through this medium.



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### 6. Other Eligible Categories (e.g. Journal Editor)

For example the Journal Editor does not have to be a Council Delegate. He/she only needs to be a Member of their National Association. In principle, the Bursary may be used in such circumstances to fund attendance at Council Meetings if it was deemed necessary for the good governance and management of the Federation. The same principle may apply to other Hon Officer Posts provided it is in the interests of good governance and management of the Federation. Applications will only be considered from this category if no further applications from Emerging Nations are being received and money is available within the Bursary Fund.

### 7. Bursary Amount

As stated in Condition 1, the purpose of the Bursary is to support attendance at Council Meetings & AGMs and therefore no more than 75% funding up to a maximum of £1,200GB shall be provided. Initially, the Board shall commit to approving up to 4 applications per year therefore leaving some monies for contingencies such as a late attendance which is deemed to be necessary and in the best interests of the Federation. Bursary support is for travel costs, visa costs and accommodation for up to 3 nights on a Bed & Breakfast basis. **However, it does not include further accommodation costs beyond the Council Meeting or incidentals.**

### 8. Proof of Payment

Cost estimates shall be provided well in advance within the Application Form where bursary support is sought. Upon approval from the Board, final payment will be made based on actual costs incurred. Accordingly, proper receipts must be submitted to the Hon Treasurer to validate costs. In order to assist those granted a bursary, monetary advances to the Nominee may be considered by the Board. Any monies not accounted for shall be returned by the Nominee to the Board.

It is the Responsibility of the applying Member Association & Nominee to arrange any Visa required and to book all necessary flights and transport to the Council Meeting Venue. The Member Association shall consider taking out insurance for the flight tickets etc to cover any loss in the event of the Nominated Delegate not attending the Council Meeting & AGM.

**Unless there are extenuating circumstances, wholly out with the control of the Applicant/ Nominee, no payment will be made unless the nominee attends the full Council Meeting and AGM.**

### 9. Application Process

Applications from Member Associations will be accepted on a “first come first served basis” but must be submitted **at least 90 days before** the date of the Council Meeting/AGM. Applications received after this date **may not be considered**. Applications will be submitted to the Hon Secretary. On receipt of the application the Hon secretary and the Hon Treasurer will validate the application to ensure it is from a valid category of Member Association. Thereafter the Hon Secretary will circulate the application by e mail to the Bursary Committee (IFEH Board) for consideration.



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### **10. Bursary Committee**

The Bursary Committee will consist of the Board of Directors which includes the Regional Chairs. The Regional Chair of an area where an application originates will declare in interest and while he/she can speak in support of the application, will not have a say or vote in the approval process.

### **11. Accountability Framework**

The Board recognises the need for an accountability framework with respect to reporting the funding of the bursary to the Council and the bursary proponent. The bursary funds will be allocated a budget line and the Honorary Treasurer will update the budget and report to the Council at the Annual General Meeting. In addition, the Honorary Treasurer will provide a written update to the first Meeting of the Board of Directors following the AGM. Following approval, a copy of this update will be sent to the Sponsors within 60 days for their information. The update will include the name of the organisation(s) receiving the bursary, the amount of the bursary provided and the account balance.”

**Rod House  
Hon Secretary IFEH**

**December 2016**