



## British Columbia Society Of Respiratory Therapists

### BCSRT & BC Lung Association Education Grant Guidelines

#### PART 1: Qualifications:

1. The applicant must be a BCSRT member in good standing (for at least 2 consecutive years).
2. The application form must be **completed in full** and forwarded to the BCSRT Secretary.
3. Applications must be received by the BCSRT Secretary on or before the deadline date(s) listed in these guidelines (post marked on or before the deadline).
4. The grant must be solely used to attend an education event/course that is related to Respiratory Therapy practice, education, and/or management.
5. For the BC Lung Grant, the event must also be hosted by a national or international body.
6. Current members of the BCSRT Executive and the BCSRT Director at Large are not eligible for the duration of the term of their office (the BCSRT Student Director at Large remains eligible to apply for a grant).

#### PART 2: Selection of Applicants:

All applications that meet the qualifications listed in Part 1 will be reviewed by the BCSRT Executive and Director at Large (the *Grant Selection Committee*).

Applications will reviewed based on the following criteria:

1. Preference will be given to those applicants who have done volunteer work for the BCSRT. BCSRT volunteers\* will be eligible for up to \$1000 per grant.
2. First time applicants will be given preference over previous grant winners.
3. In the event that there are more qualified applicants than grant awards, applicants will be selected by random draw.
4. The decision of the *Grant Selection Committee* shall be final.

\*To qualify for the \$1000 grant award, BCSRT volunteer work must have occurred within 5 years of this application.

### **PART 3: Application Deadlines:**

#### ***BC Lung Association Grant:***

The BC Lung Association sponsors an annual education grant of \$500 to be awarded to a BCSRT member to attend a National or International Forum. Application must be made for an event attended/to be attended in the application year.

Application Deadline: March 1<sup>st</sup>

#### ***BCSRT Education Grants:***

- The total financial amount to be awarded in grants will be determined by the BCSRT membership at the Annual General Meeting.
- Individual grants will vary in amount, up to a maximum of \$1000 for BCSRT volunteers and a maximum of \$500 for BCSRT members who have not previously done volunteer work for the Society.
- The amount awarded for each grant will be based on the need as demonstrated in the application. The amount awarded will not exceed the member's estimated expenses to attend the educational event.
- Application must be made for an event attended/to be attended in the application year.
- After each deadline to the end of the fiscal year, any unused grant money will be carried forward to the next period.

Application Deadlines:

	Application Deadline	Total Value of Grants Available
Spring	March 1	\$2500
Summer	July 1	\$2500
Autumn	November 1	\$2500

### **PART 4: Grant Recipient's Responsibilities**

1. Any applicant who receives a grant must agree by way of signature that all information supplied is true to the best of their knowledge.
2. Any person who is discovered to have received funds not accounted for in their application will be responsible for repayment of the total grant. If other funding is fully disclosed to the BCSRT before the receipt of the award, no burden of repayment shall fall on the recipient.
3. If the event is not attended by the recipient, the total grant must be repaid in full to the BCSRT.

4. All grant recipients will:
  - a. Send copies of their receipts for sponsored educational opportunities to the BCSRT Secretary.
  - b. Upon return from the educational event and within 60 days, submit a written synopsis\* of the event to the BCSRT *Newsletter / Journal* (or to the BCSRT website, as directed by the *Grant Selection Committee*). This synopsis becomes the sole property of the BCSRT.

\*Note that a recipient may request to send (and/or present) their synopsis to another body or institution; such requests must be made in advance of the 60-day deadline. The *Grant Selection Committee* may, at their discretion, choose to accept this provision as fulfilling the requirements related to same in the application.

5. **BC Lung Award** recipients are also required to write a letter to the BC Lung Association (copied to the BCSRT Secretary).

# BCSRT & BC Lung Association Education Grant Application

**PLEASE COMPLETE IN FULL  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Application for:  BCSRT Grant and/or  BC Lung Grant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

BCSRT #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long have you been a BCSRT member in good standing (years): \_\_\_\_\_

Have you previously received a BCSRT or BC Lung Grant?:  Yes       No  
If yes, when: \_\_\_\_\_

Previous BCSRT Volunteer Experience: (Please describe, including year/s):

\_\_\_\_\_  
\_\_\_\_\_

**Please provide details of the education event / course you wish to attend:**

(A copy of the program agenda, pamphlet, or written description of the event/course should also be enclosed with application.)

Event/Course Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Host Association / Educational Institution: \_\_\_\_\_

Estimation of Expenses:

Registration: \_\_\_\_\_ Travel: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Estimated Total Expenses: \_\_\_\_\_

Please list all other funds that you will receive to attend this education event/course:

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Please explain why you wish to attend this education event/course:

I understand that if I am the successful applicant, I must submit a synopsis of the event to the BCSRT Journal/Newsletter (or the BCSRT Website) within 60 days of attending the event. I will also submit a letter to the BC Lung Association if I receive the BC Lung Grant. I will also be required to submit ***copies*** of all receipts for educational activities to the BCSRT.

The above information is accurate and correct to the best of my knowledge.

Member's signature: \_\_\_\_\_

Date: \_\_\_\_\_