

**PPEF Application form for SCHEME C: Grants for non- research projects/proposals that fulfil the objects of the foundation**

**PERSONAL DETAILS – please complete all sections – the lead applicant must be a Registered Physiotherapist**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Email** |  |
| **Organisation / University / Charity** |  |
| **Home Address** |  |
| **Post Code** |  |
| **Tel no home** |  |
| **Tel no work** |  |
| **Mobile no** |  |
| **Work Address** |  |
| **Post Code** |  |
| **CSP member no** |  |
| **HCPC registration no** |  |
| **Physio First member no** |  |
| **Qualifications with dates** |  |
| **Have you received a grant from PPEF before?** |  |
| **Details of previous grants from PPEF and other sources** |  |
| **How did you hear about PPEF?** |  |
|  | **The Chairman of PPEF Trustees must be informed of any changes to these details** |

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| Project/Proposal Name/Title |  |
| **Project/Proposal Leader** |  |
| **Summary of Costs Involved.**  **Please give a total of the amount applied for.** |  |
| **Project/Proposal Description/Definition**  **This should be a short summary with all of the defined goals listed** |  |
| **Background**  **Please explain the thought processes and rationale behind this proposal/project** |  |
| **Planning**  **This should include the practical planning that has gone into this proposal/project** |  |
| **Objectives/ Learning Outcomes.**  **Where possible give detailed accounts of the outcomes of this project.** |  |
| **Scope**  **This should define what the project should cover and what it will not cover i.e. its limits** |  |
| **Benefit**  **How will this benefit the physiotherapy profession and the public at large** |  |
| **PPEF Objects**  **How does your project fit with the objects of PPEF?** |  |
| **Timescales**  **This should list the start and finish dates as well as any specific milestones** |  |
| **Review/Methodology and Frequency**  **This should list the stages at which progress can be reviewed and a benchmark for measuring success** |  |
| **Resources Required**  **Please provide a detailed breakdown of the costs involved. This should not include any VAT that the applicant is able to recover. Also, where the applicant is partially exempt from VAT, only the irrecoverable proportion of the tax should be included in the costs involved.** |  |
| **Alternative source and cost**  **Has other funding, either in part or full, been applied for elsewhere?** |  |
| **Sponsors / Strategic Relationships/Conflicts of Interest.**  **Does any commercial company have a stake in this project?** |  |
| **Your Organisation’s Strategy**  **If you work for an organisation, how does this proposal/project fit in with your organisation’s strategy.** |  |
| **Reporting on your Proposal/project**  **PPEF require a detailed report on the progress made on completion of this project. Part of the PPEF’s objectives are to track how the results of the funded work is disseminated and to whom. Please state what format this may take and what time scales are envisaged.** |  |
| **Additional comments in support of the project** |  |
| **PPEF Trustee Co-ordinating the Proposal/Project**  **If known** |  |
| **List of Supporting Documents Enclosed.**  **PPEF Trustees meet three times a year in January, June and September to discuss proposals.**  **See website for exact dates.** |  |

**Terms and Conditions of Funding:**

* Submission of this Project Proposal Form does not guarantee that funding will be approved for the project
* Proposers may be required to provide additional information if requested
* The Trustees meet three times per year on pre-determined dates to consider applications for funding therefore Proposal Forms should be submitted within the appropriate timescales
* No additional funding will be made available beyond the amount applied for in the Project Proposal Form
* If funding is approved, Proposers may be required to submit quarterly progress reports
* PPEF reserves the right to a refund of funding if it is deemed that the funds were used for purposes other than those stated in the Project Proposal Form
* The Trustees request to be kept informed of the progress and dissemination of the project and therefore require a full written report or a submitted poster upon completion of the project.
* **A fully completed Electronic copy of this application and eight (8) hard copies must be submitted to the PPEF Trustees 4 weeks before a Trustee Meeting.**

**I agree to the Terms and Conditions of Funding:**

**Name: Date:**

**Signature:**

**Designation:**

**Please return to:**

[admin@ppef.org.uk](mailto:admin@ppef.org.uk)

And by post to:

**PPEF**

**Minerva House**

**Tithe Barn Way**

**Swan Valley**

**Northampton,**

**NN4 9BA**