

Ted Adams Trust Ltd

Registered Company no. 05148471 – Registered Charity no. 1104538

Page 1 - Guidance for grant applicants (Revised May 2018)

We are willing to make grants and help fund courses as part of the professional development of registered nurses and midwives working in the Guildford area.

Nurses / midwives must be working in the Guildford / Waverley area and continue to work locally for the duration of the training. They must also be able to show how patient services and care will be enhanced. The closer the clinical contact the better and we are especially interested in those nurses / midwives who are working in areas involving the supervision and practical teaching of pre-registration students.

Evidence of support for the training from the applicant's line manager must be provided.

Applications must be for a specific project or course and invoices or similar will be required.

Applicants wishing to attend courses lasting more than one year should give details of the full course but initially apply for year one funding only. The Trustees are very happy to consider funding for future years subject to evidence of satisfactory completion of the previous year and confirmation that the applicant will continue to work in the Guildford / Waverley area.

Feedback from the applicant on the outcomes and benefits of the course is appreciated.

Ted Adams Trust aims to comply with the General Data Protection regulation (May 2018). The information supplied on your application form will only be used to process your application and to make any subsequent awards or payments. Your personal data will be kept securely and will not be shared with any third party other than agreed by you, such as liaising with your line manager with reference to your application. We will amend or correct your information if you request us to and once a grant is paid we will only keep personal information related to your application for up to two years. To comply with our financial and charitable obligations, we maintain a record of grant recipients names, the amount of awards and their purpose/nature; these records are destroyed after seven years.

The completed application should be e-mailed to tedadamstrust@live.co.uk Group or organization applications are also welcome. In such cases, the applicant should adjust the application according to the circumstances or submit a brief summary of the project.

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Page 2 – Grant Application form (Revised May 2018)

Applicant's first name:	Last name:
Home address with post code:	
E-mail:	
Telephone:	
Job title (in full):	Professional qualifications:
Work address with post code (including Ward or department shown in full):	
How long have you worked at this location?	
What plans do you have to continue working as a nurse/midwife in this location?	
Details of course, including length and any qualifications that will be gained.	
Briefly explain how this course is necessary for your current role. [See guidance notes on page 1.]	
Reason for assistance from Ted Adams Trust:	
Line Manager's name:	
Line Manager's e-mail address:	
Proposed start date:	
Proposed completion date:	
Total cost of course: £	
Amount applied for: £	
Date of application:	