



IPSF Development Fund 2019-20 Project Grant 1 - Call for Applications

The IPSF Development Fund Committee is pleased to announce we are now accepting applications for the 2019-20 Project Grant 1. This grant is designed to financially assist an association in implementing an IPSF campaign or project.

Guidelines

This is the **official call and application form for the 2019-20 Project Grant 1**. The accompanying information should be read in conjunction with the official application form, and the committee will consider only properly submitted applications.

The scope of qualifying projects which will be considered for this grant is diverse but should aim to ultimately:

1. Benefit the applicant organisation's membership and/or members of the public;
2. Achieve collaboration and begin/strengthen professional relationships with an allied national/international health, professional or patient organisation and IPSF; and
3. Be relevant to a concurrent IPSF campaign or project.

The awarded grant will cover financial expenses incurred in the implementation of the project up to a maximum value of 300 euros. The payment of the grant will be made after completion of the project, and only upon producing valid receipts of the costs incurred. Successful applicants will also be required to submit a report after the project detailing the project implemented, outcomes, and feedback received.

Please note that effective this year, an organisation may receive a **maximum of two** organisation-level grants within a one-year term of the Development Fund Committee (October 2019-20).

Completed application forms with signatures must be submitted to the [link](#) in Word format by 28 February 2020, 23:59 GMT+0. When submitting your application, please rename the file to specify the project grant and your association: "Project Grant - Association Name".

All applicants will be notified of the Committee's decision by 28 March 2020.

1. Background

The main aim of the IPSF Development Fund is to give each and every pharmacy student an equal opportunity to fully participate in IPSF activities. This opportunity is also intended to help students promote IPSF within their schools of pharmacy and countries. Currently, the IPSF Development Fund Committee releases a total of 5 grants per year:

- Associations/Organisation level
 - Membership grant
 - Project grant, biannual
- Members level
 - World Congress event grant
 - Regional event grant
 - Student Exchange Program grant

2. Qualifications

The scope of qualifying projects which will be considered for this grant is diverse but should aim to ultimately:

1. Benefit the applicant organisation's membership and/or members of the public;
2. Achieve collaboration and begin/strengthen professional relationships with an allied national/international health, professional or patient organization and IPSF; and
3. Be relevant to a concurrent IPSF campaign or project.

3. Selection Procedures

3.1 *The decision-making committee* is the Development Fund Committee, which consists of three member representatives from three different countries, the IPSF Treasurer, and the Development Fund Coordinator who chairs the committee. This committee corresponds via email and discusses issues relating to the selection process and ways to optimise the impact of Development Fund Grants at the local and international levels.

3.2 *The applicant* is an IPSF student organisation, either as a Full Member organisation or as a Member in Association. An applicant organisation is expected to provide accurate information and add any additional information that would be relevant in the consideration of the application form. If selected to receive the grant, a recipient is expected to:

- **Produce a written report addressed to the Development Fund Committee and the IPSF Executive Committee detailing the applicant's experiences during their exchange.** This report may be published in the IPSF News Bulletin, IPSF Newsletter or on the IPSF website.
- **Provide documentation of all expenses and receipts.**

The written report must be submitted within 1 month of the end of the project to the Development Fund Coordinator (df@ipsf.org), or the grant may be withdrawn at the discretion of the decision-making committee.

4. Grant Coverage and Criteria

The awarded grant will cover financial expenses incurred in the implementation of the project **up to a maximum value of 300 Euros. In the event of the actual costs incurred is less than the grant awarded, only the amount of the actual costs will be paid.** The grant will be paid by bank transfer after completion of the project and submission of the required documents, including expense receipts and project verification evidence.

The total number of grants awarded will be decided after the application deadline and will depend on the total number of quality applications received and the grant budget available.

Priority will be given to applicant organisations from low or lower middle-income countries (as defined by the World Bank) or from developing countries (as defined by the United Nations), and projects that incorporate collaboration with allied national, international, patient, or other health-related organisations and projects that are based on current IPSF campaign initiatives.

5. Issues to be taken into consideration

5.1 Project Planning

Although the scope for project topics has not been narrowed for this grant call, it is essential that an appropriate project be selected, ideally relating to current IPSF campaigns or related strategies. The IPSF publication "Campaign Booklet: How to run a campaign" provides invaluable information on preparing and implementing campaigns and should be considered as a working document when detailing project outlines.

5.2 Sponsors

Applicant organisations should seek sponsorship as soon as they consider planning their respective project. National, local, and private bodies often have a budget to support organisations with projects or campaigns and may even be a suitable source for collaboration on the project. The Development Fund exists to help, but rarely awards a grant that covers all of the expenses involved in project campaigns. It is advised to reach out to potential sponsors as soon as possible, as it often takes time to receive an answer.

6. Situations and Consequences

To avoid any misunderstanding of the procedures, misuse of the grant, or reduction in the grants awarded each year, this section has been added to dissuade potential applicant organisations from hiding any relevant information or from providing incomplete or false information on their application form.

It is an applicant's responsibility to inform the Development Fund Coordinator of any changes in the information stated in the application form as soon as the applicant is aware of any new information. It is recommended that all applicant organisations retain a copy of their application form to remember what has been stated in the application. If any change of circumstances occurs after submission of the application form, please inform the Development Fund Coordinator as soon as possible. Any applicant organisation awarded a Development Fund grant and later found to have misused funds will not be eligible to receive any Development Fund grants in the next five years. If the grant has been paid before the misuse has been identified, then the applicant must pay the grant fully or partly back to the IPSF Development Fund as determined by the Development Fund Committee and the IPSF Executive Committee.

The Development Fund Committee reserves the right to withdraw or reduce any grant given to an applicant organisation if any of the following situations arise:

- Information relevant to the selection process was hidden from the Development Fund Committee by the applicant organisation;
- Information stated by the applicant organisation is later identified as being inaccurate or false and the applicant organisation failed to notify the Development Fund Committee about the necessary changes required in the application;
- New information concerning the financial situation of the applicant organisation was not provided (such as a new sponsor, more money available than was originally stated etc.);

Failure to submit the required documentation and/or receipts or submission of incomplete documentation; or

- Other situations at the discretion of the Development Fund Committee.