Breast Cancer Institute Fund – Application for Funding

**PART A**

**Individual/Group/Organisation/Department Seeking Support:**

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**Title of Project**

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**Contact Details**

|  |  |
| --- | --- |
| Name of lead applicant |  |
| Address of lead applicant |  |
| Telephone number of lead applicant |  |
| Email of lead applicant |  |

**Main Application**

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| **Background (max 300 words)** |
| *Please provide any necessary background to the project.* |
| **Proposal (max 1000 words)** |
| *Please provide a full project proposal with clear details of how the funds will be used. If you are applying to attend a training event or conference then please provide full details of the event, its educational content, location, dates and what you hope to gain from attending. Please also provide any details of deadlines for registration including early-bird registration.* |

**PART B**

Please complete this section of the form if you are applying to attend a training course or to attend a conference with/without associated travel costs. If not move to PART C.

**What We Support**

We will support travel, accommodation, conference fees and sustenance costs. You can choose to book travel/accommodation and pay for the conference fees yourself and claim the costs back or you can ask the NHS Lothian Charity travel team to book on your behalf. If your application is successful, you will be asked which option you prefer and will be send the appropriate booking request or claim form. If you are a member of the University of Edinburgh, we recommend quotes/booking through Diversity Travel.

If you wish to book yourself and claim the costs back, please note that we only support economy travel. Please also note that you must submit 3 quotes for travel and accommodation at the time you submit this form.

Sustenance can be claimed upon submission of receipts on return from your trip. Please note that we do not support the purchase of alcohol and there is a maximum daily claim amount which must be confirmed with us prior to your trip.

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| **Travel Preferences** | **Tick** |
| Book my own travel and conference fees (please submit quotes) |  |
| Have travel/accommodation/conference booked by NHS Lothian Charity travel team |  |

**PART C**

**Financial Information**

|  |  |
| --- | --- |
| Total funds required for project | £ |
| Total funds requested from BCI | £ |
| Source of funds for the remainder |  |

Please submit this form at www.bci-edinburgh.org

**Official BCI Use ONLY**

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| Outcome of application |  |
| Stewards signature |  |