



# THE YOUNG IA BURSARY FUND GUIDELINES

1. The Young IA Bursary Fund shall be used to fund IA members under the age of 40 to attend events in circumstances whereby the IA member may not be able to attend the event through financial hardship.
2. The events for which the Young IA Bursary may be applied for shall be:
  - a. Information Days organised by IA
  - b. Any event organised by the Young IA sub-committee
  - c. Other events that from time to time the Young IA sub-committee may deem such funding is appropriate.
3. For the purposes of the Young IA Bursary, the bursary is available for IA members who are aged under 40 at the date of the event for which funding is being applied for.
4. Prior to the Young IA Bursary being advertised for each event listed in point 2, the Young IA sub-committee shall recommend to the board the number of bursaries available for that event. This shall be confirmed by the board and, once set, shall not be exceeded, irrespective of the number of bursary applications received.
5. Each bursary shall cover up to the full advertised cost of attending the event. Some contribution to travel costs may be made for certain events (which will be no more than the cost of standard cost rail travel available at the time the award is made).
6. Any incidental expenditure incurred by the member awarded the bursary such as travel to and from the event and subsistence (including the costs of submitting the bursary application), shall not be covered by the bursary and the member shall be expected to cover these expenses themselves, subject to point 5 above.
7. Applications will be required to be counter-signed by a committee member of that member's local member organisation. This committee member shall also be required to write a short narrative explaining why they feel that the member in question should be awarded the bursary and why the IA member would not otherwise be able to attend the event without funding from the bursary. This requirement may be waived for members who have joined IA within the previous 3 months.
8. **Any member of IA shall only be awarded one bursary during a period of three years.** This is to ensure that as many members of IA as possible benefit from the Young IA Bursary.
9. All applications must be received by the stated deadline. Applications received after the stated deadline will not be considered unless evidence can be provided to show that the bursary application was sent in sufficient time to arrive before the stated deadline.
10. On considering each bursary application, the Young IA sub-committee shall consider the following points listed below, in order of importance:
  - a. The benefit the member shall gain by attending the event.
  - b. The benefit IA will gain by the member attending the event.
  - c. Employment status (preference will be given to members who are not in employment for more than 30 hours per week and who are claiming means-tested benefit).
  - d. Other information provided on the form, as appropriate.



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11. All applications shall be made on the approved application form or through the relevant online form, should this be considered appropriate.
12. All members of IA receiving a bursary shall be required to write an article which may be published in the IA journal, on the IA website or in any other publication or on any other media that from time to time should be deemed suitable by IA.