

Grants to assist attendance at WGMA events

(01 August 2012)

The Committee may, at its discretion and in accordance with the following guidance, award grants to assist attendance at WGMA events. This facility is offered primarily as a service to WGMA members. In exceptional circumstances the Committee may consider awards to non-members if it can be shown that the WGMA would benefit as a result.

1 Budgetary provision

- 1.1 Each event will be considered separately.
- 1.2 The total sum to be made available to assist attendance at an event will be agreed by the Committee in advance and used in the preparation of the budget for that event.
- 1.3 In no circumstance will the sum agreed for the provision of assistance exceed 5% of the overall budget for the event.

2 Applications for grants

- 2.1 Applications may be submitted, in confidence, to any Committee member for forward transmission to the Committee.
- 2.2 Applicants must present some evidence of financial hardship to support each application. In each case, the nature of the evidence required will be determined by the Committee.
- 2.3 Applications must indicate the likely total cost involved in attending the event and clearly state how much of that cost the applicant is able to contribute personally.
- 2.4 Applications will be considered by the Committee if they are received more than twenty-one days before the first date of the event in question. Applications received after that deadline will be noted but will not qualify for an award.

3 Grant allocation

- 3.1 Applications will be reviewed by the Committee in strict confidence. Names of recipients will not be revealed beyond the membership of the Committee.
- 3.2 In no circumstance will the total of all grants awarded to assist attendance at an event exceed the budgetary figure agreed for that event.
- 3.3 Applications for grants will be considered in the order in which they are received by the Committee.
- 3.4 Grants will be allocated, in strict order of receipt of application, till the budgetary figure for the event has been reached, after which no further applications for that event will be accepted.
- 3.5 No applicant will be awarded more than one grant per event.
- 3.6 No applicant will be awarded more than two grants in any calendar year.
- 3.7 *Deleted.*
- 3.8 The Committee will determine the size of grant by considering the circumstances presented by the applicant, taking into account the likely total cost involved in attending the event and how much of that cost the applicant is able to contribute personally.
- 3.9 In no circumstance will any grant awarded exceed the total cost involved in attending the event using the most cost effective options available for accommodation and transport..
- 3.10 Grants will generally be made by applying a reduction to the booking fee for the event. In exceptional circumstances, reimbursement of approved payment to third parties (such as for rail travel) will be made retrospectively on production of appropriate receipts.
- 3.11 Under no circumstances will any payment be made if the applicant fails to attend the event.
- 3.12 In every case the Committee's decision will be final.