

2027 MacQueen Bursary

1. Guidance and Conditions

1.1 Introduction

MacQueen Bursaries are awarded by the CPHVA Education and Development Trust. The Bursaries will provide funding to support Unite/CPHVA members in one or more of the following categories:

Initiatives undertaken in practice to facilitate the health and wellbeing of individuals, groups, families, or communities. Or support a research project focused on the enhancement of practice in community settings.

Engagement in professional or academic study activities to enhance the applicant's professional and personal development.

1.2 Eligibility criteria

- Applicants must be current Unite/ CPHVA members.
- To avoid any conflict of interest, Trustees of the CPHVA Education and Development Trust are not eligible to apply for a MacQueen Bursary.

1.3 Funding & Awards

- Bursaries of varying amounts will be awarded. Awards will be subject to ongoing review by the Trust to ensure they are being appropriated for the purpose agreed at the time of the award.
- Payment is subject to production of invoices and receipts.
- Shortlisted Bursary applicants will be subject to an online interview.
- Under the terms of the charitable bequest bursaries are payable to individual members UNITE/CPHVA only and not to organisations.
- Salary costs cannot be included in a bursary application.

1.4 What do the Trustees look for in an application?

Activities/initiatives that:

- will generate learning or new practices that can be shared with others, and which have the potential to be disseminated and adopted more widely.
- have the support and backing of key stakeholders.
- provide evidence of user and patient involvement.

- describe the impact of the award on the individuals personal and professional development.

Applications will need to be succinct, well-argued and demonstrate clearly why the activity is required and what benefits it will deliver in practice. Project management and monitoring and robust plans for evaluation will need to be included.

1.5 Application process

Applications must be made on the CPHVA Education & Development Trust application form which is available to download from <http://cphvaeddevtrust.org.uk>

It must be submitted electronically by 5pm 31st December 2026 to s.forester@cphvaeddevtrust.org.uk

- All applications must be accompanied by a statement of support from the applicant's manager or equivalent.
- A detailed costing statement must also be included showing how the funding requested will be used.
- Short listing of applications will take place against the criteria above.
- All applicants will be informed of the outcome of their application.

1.6 Interview arrangements

All Applicants must be available to attend an interview to be held in April and November.

The judging panel will include the following:

- 1x Trustee who will chair the Interview
- 2x Practice Advisors
- 1x Unite Professional Officer

The Chair of the judging panel will inform the candidates of the outcome within one week of interview.

2. Terms and conditions

2.1 Your application will only be assessed if:

- The eligibility criteria set out above is met (see 1.2).
- All parts of the application are fully completed.

- The application is received by the closing date.

2.2 All winners are required to raise awareness of the CPHVA Education and Development Trust through publications, presentations, and other modes in which the support of the Trust is explicitly acknowledged.

2.3 Winners are required to write up their work in a professional publication. Support with publication is available from the Trustees.

2.4 Activities should normally be completed within a two-year period.

2.5 Activities of more than six months in duration will be required to submit periodic monitoring reports to the Trustees, the timing of which will be agreed with successful applicants as part of the approval process.

2.6 At the end of the two years (or sooner if the project is concluded) winners will be asked to provide a summary account of the expenditure to the Trust's Honorary Treasurer (see Section 3: Audit of awardees).

2.7 Any unspent Bursary money must be returned at the end of the two-year period.

2.8 Should the winner cease work in the two-year period following the Bursary but is continuing to work with the project until its completion, then it does not have any impact on the Bursary money. However, should the winner cease work and is not involved in the continuation of the project, then the unspent portion of the Bursary money is to be returned to the Trust.

2.9 Should the winner change employer or sector of employment (within the two-year period), but is transferring the project to the new employer, then they are able to use the Bursary money as agreed. Written confirmation of support for the transfer of the project must be submitted to the Trustees by the new employer. If the project cannot be transferred, then the unspent money should be returned to the Trust.

3. Audit of awardees

The Trustees require that MacQueen Bursary winners are followed up during and on completion of the project. This will entail:

An interim report to be submitted to the Trustees one year after receipt of the Bursary.

An end of project report to be submitted to the Chair of Trustees on completion of the project. This must include a statement of how the Bursary money has been spent.

Please note: The Trustees decision is final and no correspondence will be entered into in relation to this.