

# CSP Student Physio Society Sponsorship

## Background & Application Guidelines 2020-21



From September 2020, the CSP's sponsorship of student physio societies will adopt an *Application for Funding* process. The process will allow Societies to access monies for specific activities for their society. 2020 will be the first year during which this process is trialled. For the first year, please follow the process set out below. This will be collaboratively evaluated by the CSP and the Student Reference Group (SRG), and we may make changes to the process over time. You will be asked to give feedback after using the process. The CSP will collate the feedback received and make changes as needed for the autumn of 2021.

### Why are you changing the sponsorship process?

This revision was prompted by a number of factors. Firstly, societies' budgets vary as some have fewer than 20 members while others have over 150. The new '*Application for Funding*' process will enable societies to apply for the money they need rather than receiving a fixed amount set by the CSP. We hope this will reduce the amount of unspent funds at the end of the year. Secondly, we want to encourage students from different universities to work together and provide an avenue for students at universities that do not have a physio society to benefit from the funding. We have therefore introduced joint applications.

### The specifics

**Individual society applications:** Societies can apply for up to **£450** (exclusive of VAT). Amounts will be awarded on an 'as needed' basis. Only one application per academic year will be accepted.

**Joint applications:** The CSP will fund up to 5 joint applications per academic year. This means societies can apply for joint funding in addition to their individual application. Joint applications apply to collaborative activities involving more than one university. Joint applicants can bid for up to **£750** (exclusive of VAT).

**Timing:** Societies can apply for funding from 2 September 2020 up until 20 March 2021. However, if your society received sponsorship under the previous scheme in the first three months of 2020, your application will not be reviewed until January 2021. The funding must be used within the academic year the sponsorship is paid.

**What activities will the CSP fund?** The CSP will consider applications that promote CPD such as workshops and conferences. Monies will not be considered for social activities or those associated with the normal running of societies, such as administrative costs.

**What information do I need to include in the application?** You will need to provide a brief description of the activity (or activities) that you wish to fund (towards). This could be a one-off activity (such as a conference) or a series (such as a programme of workshops). 50-150 words will suffice.

**The review process:** Applications will be reviewed by the CSP and the SRG to assess whether the amount requested is warranted.

### About joint applications

#### Can my society submit an individual application and a joint application?

Yes.

#### Who can we collaborate with on a joint application?

Your joint application will need to be with another physio society (at a university with a CSP-accredited pre-registration physio degree) or (if the university does not have a society) with the course rep of a CSP-accredited pre-registration physio degree. At least one of the named applicants must be a Student Union-affiliated society as the funds are paid to the Students' Union.

### **Who will receive the monies?**

The monies will be paid to one society. The application must be submitted by a committee member from a society that is Students' Union-affiliated. The CSP is unable to split invoices across different institutions.

### **Will the CSP accept more than one application for the same activity (such as a conference involving three or four societies)?**

No, the CSP will only accept one application per activity irrespective of how many universities are involved.

### **Can my society be included in more than one joint application?**

Yes, so long as the application is for an activity that is different to the activity previously funded and collaborates with different universities. However, priority will be given to applicants who have not applied previously.

### **We are having issues with the society we partnered with, can the CSP help?**

Unfortunately, the CSP does not have capacity to assist with team or project management. If you feel that the monies cannot be spent as agreed in your application, please get in touch to discuss your options.

### **Can the CSP help with setting up joint pieces of work?**

Societies are encouraged to identify potential opportunities to work together. (The CSP does not have the resource to facilitate collaborations.)

### **How does the joint application differ to the individual society application?**

Joint applications will include an agreement between all parties that outlines responsibilities. All parties will need to sign this agreement to receive payment.

## Schedule

- **The application process will open on 2 September 2020 and close on 20 March 2021.**
- Applications will be reviewed monthly. The application deadline for each review period is midnight on the 20<sup>th</sup> of each month (until 20 March 2021).
- Notification of outcomes will be emailed by the end of the month.
- Applications will not be accepted after 20 March 2021.

Successful applicants will be asked to return a signed contract and email an invoice requesting the agreed amount. On receipt of these documents, the funds will normally be paid within 14 days. (If your society has not received CSP funding before, your Students' Union may need to complete our New Supplier form.)

## Eligibility

- Student-led physiotherapy societies must be Students' Union affiliated to apply for individual sponsorship (or to apply as the lead applicant in a joint application). This is because the funds are paid to the Students' Union.
- Societies who received sponsorship in 2019 or in early 2020 must submit an [online report](#) to tell us about how they used the previous sponsorship from the CSP. Further applications cannot be accepted until this report is received.

Successful applicants will be asked to read and return the CSP's sponsorship contract and provide an invoice from their Students' Union to request payment. (Please ensure these are returned by the deadline in the email to avoid delays.)

## Submit your application

Please go to: [www.surveymonkey.co.uk/r/cspsponsor](http://www.surveymonkey.co.uk/r/cspsponsor)

(If applying for both individual and joint applications, please submit separate applications.)

Please note that submitting an application does not guarantee that funding will be granted. As funds are limited, applications are assessed on an 'as needed' basis. Please request **the amount you need** as early as possible.