



Children, Young People and Families

A specialist section of College of Occupational Therapy



Policy: Regional Grants

1. The purpose of regional grants is to encourage regional activities such as study days, regional meetings etc, to promote the practice of OT's working with Children, Young People and their Families.
2. Regional grants will be offered providing there are sufficient resources in the organisation to do so. The SS-CYPF NEC will review this annually.
3. The maximum amount being offered per region will be reviewed annually for the year beginning 1st Oct.
4. This arrangement will be announced at the AGM as part of the chairpersons' report and will appear in the following edition of the *CYPF* Newsletter.
5. The Regional Rep. Co-ordinator will be responsible for highlighting the arrangement to Regional Contacts.
6. Regional Contacts should write to the chairperson describing the proposed way in which the grants will be used and giving details of costs involved. Grants will only be awarded where a specific event is planned.
7. Release of funds to regions is not automatic and will be awarded according to the above procedure. This procedure will be reviewed annually.
8. At the beginning of the financial year (i.e. October) the regional committee should propose a 6 monthly plan, to include predicted activities and costs to be incurred as a rough business plan to the NEC.
9. The CYPF NEC Chairperson will present the letters at CYPF NEC meetings and the committee will discuss the merit of the requests. The committee will take a decision, the treasurer will then reply to the regional contacts if they are successful. The Treasurer will send them a cheque for the money requested. If unsuccessful, the chairperson will reply and explain the reasons. The CYPF NEC meet quarterly.
10. If, for instance, the grant is given to pay a speaker(s), the cheque(s) will be paid directly to the payee where possible. The treasurer will liaise with the Regional Contact to organise methods and timing of payment.
11. Regions are NOT permitted to set up or maintain a SS-CYPF regional bank account to hold or accumulate funds. (CYPF is accountable to COT and as such we are required to inform them of financial transactions pertaining to SS-CYPF business).
12. Regional contacts will be expected to write a short report of regional activity for the CYPF Journal if their region has successfully received funding to run a course.

