**SCI/AC277**

**SCI Accessibility Grant: Application Form**

**Overview and purpose**

SCI is a diverse and inclusive organisation, and we are keen to support SCI members to access SCI events. We are now making accessibility grants available to support members with disabilities, long term health conditions, those who require a carer, and members who are nursing parents to attend SCI events.

**Eligibility**

To qualify you must be an SCI member at the time of application and at the time of attending the event, have a valid reason for applying, and be able to provide documentary evidence to support your claim as required. The expense being claimed must be a direct expense related to the SCI member claiming attending the event. Grants are only available for SCI only events and are only available once an application has been processed and accepted.

**Application process**

A completed application form must be submitted to **membership@soci.org** in advance of the event, which will then be assessed and approved.

Applications will be assessed no later than 6 weeks prior to the scheduled event date and applicants will be notified of the outcome a minimum of 4 weeks prior to the event.

Applications received less than 6 weeks prior to the scheduled event date may not be processed prior to the event.

SCI accepts no responsibility for expenses made by the applicant after the event, which have not been approved.

**Claiming your grant**

This application form must be completed and approved prior to the event. Members who have had their application approved will then be able to claim the expense by submitting a member’s expense form, including receipts. The expense claim form is available to from the member’s portal on the SCI website and will be shared with you on approval of this application.

**Grants available**

Grants of up to £250 per event are available with a cap of £800 per member each year.

**Questions**

If you have any questions about the application process, or require any assistance, please contact **membership@soci.org**

***Please complete the application form overleaf.***

**Application Form – please complete**

**Date of application:**

**Name:**

**SCI Membership number:**

**Amount to be claimed:**

**Name of event:**

**Event date:**

**Reason for claiming [please select as appropriate]**

• Expenses for carer (for myself)

• Expenses for childcare

• Expenses related to transport

• Expenses related to additional equipment

• Other, please specify:

Please enter further comments to provide additional detail on reason for claiming and expected expense (max 200 words):

**Declaration (please delete as appropriate)**

I am an SCI member Yes / No

I confirm I will be attending the event Yes / No

I will be an SCI member when attending the event Yes / No

I am not claiming for financial assistance to cover the costs documented in this claim from any other grant or authority Yes/No

I have received an SCI accessibility grant since 1 January of the current year? Yes/No

*If yes, please specify:*

I confirm that the above statements are true, and that to the best of my knowledge I qualify for an SCI accessibility grant Yes / No

I understand the grant is only available once approved Yes / No

I accept the terms and conditions for this grant Yes / No

If you have any other requirements or need further assistance please let us know via the event registration form, or by contacting the conference office on **conferences@soci.org**

**NOTE:**

Accessibility Grants are discretionary and may be subject to change without notice. Applications may be declined if they do not meet the criteria or are not supported with the requested documentary evidence. SCI General Terms and Conditions apply.