

# Acupuncture Association of Chartered Physiotherapists Ltd

Southgate House  
Southgate park  
Bakewell Road  
Orton Southgate  
Peterborough  
Cambridgeshire  
PE 2 6YS



## **AACP Application for Travel & Conference Grant Conditions**

AACP Limited has a limited fund set apart to assist members to make visits or attend meetings and conferences that are designed to promote or disseminate knowledge of Acupuncture research and Acupuncture practice. In making these awards, the Education, Training & Research Committee [ETRC] will have regard to the following policy:

1. Assistance is only available to full members of AACP.
2. One application per year will be considered [June 1<sup>st</sup> until May 31<sup>st</sup>]. There are 4 application periods per year. Please see the AACP website for application closing dates.
3. The maximum award will be £250 for U.K. meetings, £300 for International meetings plus travelling costs.
4. If attending a conference, the member should normally be a presenter at the meeting.
5. The ETRC reserves the right to limit the number of awards made to any individual.
6. Whilst all members are encouraged to apply, preference will be given to those members presenting a paper at a conference or acting as an official representative of AACP.
7. Applicants will be expected to seek the most economic but direct mode of transport.
8. The successful applicant will acknowledge the AACP on any presentations by including a copy of the AACP logo. This can be obtained from the AACP Business Manager.
9. The successful applicant will produce a conference report for the AACP Journal and that report will be submitted to the AACP Journal Editor, for publication in the next available Journal edition. Failure to do so will result in the successful applicant repaying 50% of the funding awarded. Future grant applications will be looked on unfavourably.
10. The AACP may elect to publish the Conference report in the AACP Journal and AACP web site.
11. Expenses will be reimbursed on return, upon submission of original receipts.
12. Please state other sources of funding and amounts

Please submit 1 electronic and 1 paper copy of each of the following:

- Completed application form
- Copy of abstract to be submitted
- Copy of letter of acceptance of abstract
- Brief CV

Please send electronic copies to the AACP Business Manager, [manager@aaccp.uk.com](mailto:manager@aaccp.uk.com)

# AACP TRAVEL & CONFERENCE [TC] GRANT APPLICATION

## Name and Venue of Conference or Travel

## Purpose of Attendance

## Grant(s) applied for (please tick)

### Travel

Road mileage @ 40p per mile

Rail, standard ticket

Air (economy class)

Sea (economy class)

Taxi, where essential

### Amount Requested


### Conference costs

Conference Fee

[Maximum £250 UK, £300 overseas]

Daily subsistence costs will not be considered

### Total

## Applicant

Title	Surname	Forename	Position

## Institution and Department

Address:

Postcode:

Telephone:

Email:

## Title of Abstract

**Attachments** – Please attach a copy of each of the following:-

- Copy of abstract to be submitted
- Copy of letter of acceptance of abstract
- Brief CV

## **Funding**

Have you applied for funding from elsewhere?

Yes

No

If yes please give details, including precise amounts.

## **Travelling Expenses**

The terms and conditions of travel expenses paid by AACP are set out in AACP Limited Governance procedures. Applicants are strongly advised to read the terms and conditions, which are available by download from the AACP website, before completing the application form.

[www.aacp.uk.com](http://www.aacp.uk.com)

I confirm that I am a member of AACP, I have not received an AACP travel grant in the previous 12 months and I understand that I have read and accept the terms and conditions above:

Signed:

Print Name:

Date: