



## **APMP UK Member Support Fund – Member Guidance**

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**Past Chair, APMP UK**

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# APMP UK Member Support Fund

## Member Guidance



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### 1 What is the APMP UK Member Support Fund?

The Member Support Fund (“the Fund”) is designed to help APMP UK members access professional development and participation opportunities where cost or access might otherwise be a barrier.

The Fund supports activities that:

- Develop your professional skills and career
- Help you remain active in the profession
- Enable you to contribute back to the wider member community

### 2 Who can apply?

You can apply if you:

- Are an APMP member in good standing for a minimum of 2 years at the time of application
- Are affiliated to the UK Chapter
- Meet any eligibility requirements published for the funding round
- Are applying for an activity that aligns with the Fund’s purpose

Priority may be given to:

- Early-career professionals and apprentices
- Freelancers and sole practitioners
- Members experiencing financial or access barriers
- Under-represented groups within the profession
- Members without employer-funded development support

You do not need to disclose personal circumstances unless you choose to, but the more information you can provide in your application will aid us in the assessment process.

### 3 What can the Fund be used for?

Table 1 explains what funding will be awarded for and to what value.

Table 1: Award payments

Award type	Award amount
Professional development and training	50% of the cost up to £100
Membership fees	Up to £130
APMP Certification training	Up to £100
APMP Certification exam fees	Up to £100

Attendance at APMP UK events or conferences	50% of the ticket price up to £100
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Funding will not be awarded for:

- General living expenses
- Costs already reimbursed or funded by an employer
- Retrospective claims (unless explicitly permitted)
- Activities not aligned to professional development or community benefit.

## 4 How to apply?

1. APMP UK Members submit applications by completing the application form available on the APMP UK website here: [www.apmpuk.co.uk/member-support-fund](http://www.apmpuk.co.uk/member-support-fund).
2. You will be asked to explain:
  - a. What you are requesting funding for
  - b. How it will support your development
  - c. Any barriers the funding will help overcome
3. Applications close on the published deadline

On receipt of an application, APMP UK will conduct eligibility checks against criteria in section 2, and ensure applications are complete. Then our review panel of APMP UK Chapter board members will assess eligible applications against the scoring criteria.

## 5 How are decisions made?

Applications are assessed by an independent panel against published criteria, including:

- Value for money
- Financial needs or access barriers
- Benefit to you
- Impact on the wider community

If demand exceeds available funding, partial awards may be made to support more members. All applicants will be notified of the outcome.

## 6 Recipient Terms & Conditions

By accepting an award from the Fund, you agree to the following terms:

### 6.1 Use of funds

You must:

- Use the funds solely for the approved purpose, providing evidence of expenditure and/or participation when requested

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- Complete the funded activity within the agreed timeframe
- Notify the Fund Administrator of any significant changes and agree them as soon as possible

### 6.2 Payments

- As much as possible, APMP UK will make payment of awarded Funds by direct supplier payment to reduce the risk of mis-use of awards made from the Fund.
- You will be asked to provide proof of cost and/or attendance before payment is made
- Payments will be subject to standard financial checks

### 6.3 Reporting & Feedback

- You agree to provide a short post-award feedback or impact statement that will include confirmation that the activity was completed
- You may be invited (but not required) to share learning with the community

### 6.4 Changes & Withdrawal

If you are unable to complete the funded activity, you must notify us promptly and unused Funds will be accounted for, and returned to the Fund

### 6.5 Misuse of Funds

In the event we have evidence to suggest that Funds have been misused funds, APMP UK reserve's the right to:

- Withhold payment
- Request repayment
- Decline future applications

Awards subject to mis-use will be accounted for and returned to the Fund.

### 6.6 Data Protection

Personal data will be handled in accordance with APMP UK's privacy policy and applicable data protection legislation, available at <https://www.apmpuk.co.uk/privacy-policy>.

Your application data will only be accessed by those involved in administering the Fund.

### 6.7 Final Decision

All funding decisions are final, and submission of an application does not guarantee an award.

## 7 Questions & Support

If you have questions, need clarification, or require adjustments to apply, please contact: **[Fund Contact Email / Role]**

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We encourage members from all backgrounds and career stages to apply.