King's College Hospital Nurses' League
Educational Grants

Information for Applicants

Funding for post-graduate study, attendance at conferences and courses for professional development is administered by the Educational Grants Sub- Committee of the King's College Hospital Nurses' League (KCHNL) all of whom are unpaid volunteers.

The professional development should take the form of a period of formal education i.e. a recognised course, conference or systematic period of study leading to a certificate or award.

Normally, bursaries and grants are awarded up to the value of £2000, but this is dependent on the quality of the application.

All correspondence relating to the grants/bursaries should be sent to the Secretary, Miss Moyra Heggie – education@kch-nursesleague.org from whom further information is available.

Applications for grants may be submitted at any time and will be held until the next panel meeting - dates will be posted on the website once they are confirmed. Please email the Secretary Miss Moyra Heggie – education@kch-nursesleague.org if you would like to know more.

It is **your responsibility** to send the Reference Request to your referee(s) and ensure that they submit their reference directly to the Secretary as a word document.

Criteria

Applications will only be considered from those who fulfil the following requirements:

No part of the submitted form should be generated by AI software. Software may only be used for English grammar and spell checking.

- Applicants must be members of the KCHNL (see webpage for eligibility)
- Applications must be typed and submitted electronically, using Word
- Consideration will be given to presentation, correct spelling and standard of form completion; the word limits must be observed. Incomplete completion of forms may reduce or otherwise affect the amount of grant awarded
- Abbreviations (if used) **must be defined**

- The academic reference should be from a course or module leader if already on a course, or from a professional development nurse. The professional reference should be from a more senior clinical colleague.
- Background information must be relevant
- For a named grant the appropriateness of the topic area to be studied will be considered, and will be determined by the sub-committee
- Repeat applications within 2 years of a previous award will only be considered at the discretion of the committee, unless the grant specifically allows follow-on funding
- Fees must normally be paid by the candidate in advance, and a copy of the receipt or invoice must be sent to the Treasurer before any agreed payment can be issued
- A report of appropriate standard for publication in the Journal and fulfilling the word count specified on the application form, must be submitted to the Treasurer before funds are released

Frequently Asked Questions

Do I have to complete all sections of the form?

- Yes and as comprehensively as possible; the application form provides the basis on which the sub-committee members reach their decisions
- Please read the Guidelines and FAQs before completing the application form

How will my application be processed?

- On receipt of your completed application form you will be sent an email of acknowledgement
- Following the grant allocation meeting you will be sent an email to say whether or not you have been awarded a grant

How do I submit my application?

- Please complete and submit the application form online
- Enter your name and course details onto the reference request, and forward to your referee(s). Please ensure the referee returns it directly to the Secretary Miss Moyra Heggie – education@kch-nursesleague.org

If I am awarded a grant, when will I receive the payment?

- Once you can send a copy of the receipt or paid invoice for the fees to the Treasurer of the Educational Grants Trust
- Unfortunately a letter confirming that you have a place on the course is insufficient for this purpose
- If a grant is not claimed by the closing date for applications in the year following the award it will be forfeited

Once I send the requested 'evidence' how soon will I receive the payment?

Under normal circumstances the payment will be sent within 2 weeks, this is dependent upon receipt of a short report for the subsequent journal

What proportion of the amount I am requesting will I receive?

- The amount awarded will depend on the funds available to the committee from investments and the scope of the education planned
- Normally bursaries range from £100 to £2000

Can I apply at any time of year?

- Yes. All applications will be considered at the next allocation meeting
- Grant allocation meetings are held twice yearly

Last amended November 2026