

## Criteria for Eligibility for Grant for Regional Groups

The British Association of Hand Therapists is an organisation that aims to promote learning and understanding in the field of Hand Therapy. To this end the Executive Committee wishes to improve links with established regional hand therapy groups and encourage new groups to start up in other areas.

The British Association of Hand Therapists have been able to allocate a small budget to assist with administration of groups. As the association is a Registered Charity any financial support should be used for the development of knowledge and expertise pertinent to hand therapy. The following guidelines will help groups access and utilise the funding in the most transparent way.

Bids for **routine administration of regional groups** of £75.00 limit per group per year.

Application for funding can be sought for the following items;

- Postage
- Payment of speakers or transport (mileage BAHT rate 25p per mile)
- Room Hire
- Audio visual aids hire
- Photocopying
- Stationery

Funding is not available for;  
Catering  
Payment for administrative personnel  
Gifts

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Registered Company No 3191955. Charity Number 1057831  
Registered Address, 66 Lincoln's Inn Fields, London, WC2A 3LH.

Reimbursement;

Those individuals applying for grant on behalf of regional group should be a BAHT member.

1. Each group should put in writing the item/items that they plan to use the grant for and forward to the regional co-ordinator for provisional agreement.
2. Claims for funding for any of the above should be made by the group organiser completing an adapted BAHT expense form (see Appendix 1) and providing appropriate supporting documentation (eg. Receipts and BAHT registration number of claimant).
3. Completed forms should be sent to the regional group committee link for approval.

4. If the groups wish to apply for funding for any extraordinary item it must first be agreed with regional group link, who will liase with EC if appropriate.
5. Flyers or paperwork associated with any meetings part funded by BAHT should acknowledge by including this phrase "supported by BAHT" (No other BAHT heading should be used)

The above guidelines are neccessarily specific to ensure that individual members are properly recompensed for purchases and that BAHT acts in accordance of Charitable Commission guidelines.

#### Communication;

The Executive Committee feel that the most beneficial outcome of improving links will be regular two-way communication from BAHT committees to regions and feedback from groups to regional link. Please feel free to e-mail the regional link to pass information and queries on to the committee. If the groups could provide a brief update of activities twice per year; where appropriate and information will be forwarded to the web-site, relevant committee or journal for publicity. In the future this may be done through a forum on the BAHT web-site.

Your regional network co-ordinator/committee link details can be found below, please feel free to contact with any queries.

Name.....

Address.....

Telephone number.....

Email.....