



International Pharmaceutical Students' Federation

Since 1949 | Students today, pharmacists tomorrow.

IPSF Development Fund 2019-20

Membership Grant Call

www.ipsf.org

Established in 1949, IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical science students and recent graduates that promotes improved public health through the provision of information, education, networking, and a range of publications and professional activities.

 Andries Bickerweg 5, 2517 JP The Hague, the Netherlands

 Tel +31703021992 | Fax +31703021999

 ipsf@ipsf.org

/IPSForg

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IPSF



IPSF Development Fund 2019-20 Membership Grant - Call for Applications

The IPSF Development Fund Committee is pleased to announce we are now accepting applications for the 2019-20 Membership Grant. This grant is designed to financially assist an association in maintaining their IPSF membership.

Guidelines

This is the **official call and application form for the 2019-20 Membership Grant**. The accompanying information should be read in conjunction with the official application form, and the committee will consider only properly submitted applications.

Member organisations who wish to apply must:

1. Be either a Full Member or a Member in Association of IPSF;
2. Represent a low or lower middle-income country (as defined by the World Bank list of Economies);
3. Have tried to obtain sponsorship to meet some of the cost of the membership fee;
4. Have held IPSF membership for at least one full year previously;
5. Organise an IPSF campaign, project, or event in the 12 months following receipt of the grant; and
6. Submit an article to the IPSF News Bulletin or IPSF Newsletter detailing an IPSF activity held by the member organisation.

The IPSF Student Exchange Programme (unless this will be the first year that the particular country has hosted a SEP student) or attending an IPSF event outside of the member organisation's country does NOT fulfil the requirements of the IPSF event.

The awarded grant will cover the IPSF Annual Membership Fee 2019-20. Please note that effective this year, an organisation may receive a **maximum of two** organisation-level grants within a one-year term of the Development Fund Committee (October 2019-20).

Completed application forms with signatures must be submitted to the [link](#) in **Word format** by **15 January 2020, 23:59 GMT+0**. When submitting your application, please rename the file to specify the project grant and your association: "**Membership Grant - Association Name**".

All applicants will be notified of the Committee's decision by **15 February 2020**.



Mr. Yu-Lin, Tsai (Christopher Chua)
IPSF Development Fund Coordinator 2019-20



1. Background

The main aim of the IPSF Development Fund is to give each and every pharmacy student an equal opportunity to fully participate in IPSF activities. This opportunity is also intended to help students promote IPSF within their schools of pharmacy and countries. Currently, the IPSF Development Fund Committee releases a total of five grants per year:

- Associations/Organisation level
 - Membership grant
 - Project grant, biannual

- Members level
 - World Congress event grant
 - Regional event grant
 - Student Exchange Program grant

2. Qualification

Member organisations who wish to apply must:

1. Be either a Full Member or a Member in Association of IPSF;
2. Represent a low or lower middle-income country (as defined by the World Bank list of Economies);
 - a. The full list may be found here: <http://data.worldbank.org/about/country-classifications/country-and-lending-groups>
3. Have tried to obtain sponsorship to meet some of the cost of the membership fee;
4. Have held IPSF membership for at least one full year previously;
5. Organise an IPSF campaign, project, or event in the 12 months following receipt of the grant; and
6. Submit an article to the IPSF News Bulletin or IPSF Newsletter detailing an IPSF activity held by the member organisation.

3. Selection Procedure

3.1 *The decision-making committee* is the Development Fund Committee, which consists of three member representatives from three different countries, the IPSF Treasurer, and the Development Fund Coordinator who chairs the committee. This committee corresponds via email and discusses issues relating to the selection process and ways to optimise the impact of Development Fund Grants at the local and international levels.

3.2 *The applicant* is an IPSF student organisation, either as a Full Member organisation or as a Member in Association from a low or lower-income country as defined by the World Bank list of Economies. The applicant organisation must have held IPSF membership for at least one full year previously. The applicant organisation is also expected to provide accurate information and add any additional information that would be relevant in the consideration of the application form. If selected to receive the grant, the recipient is expected to:

- **Organise at least one IPSF activity** (campaign, project, or event) during the 12 months following receipt of the grant. Participation in the Student Exchange Programme (unless this will be the first year that the particular country has hosted a SEP student) or attendance at an IPSF event outside of the member organisation's country does not fulfil this requirement.
- **Produce a written report addressed to the Development Fund Committee and the IPSF Executive Committee detailing a review of the activity implemented.** This report must be sent no later than one month following the completion of the activity and may be published in the IPSF News Bulletin, IPSF Newsletter or on the IPSF website.



- **Produce a written report addressed to the Development Fund Committee and the IPSF Executive Committee detailing a review of IPSF events and activities within the member country in the 2019-2020 term following receipt of the grant.** This detailed report should not only outline the activities but also reflect on the plan set out in the grant application. The deadline for this report is **1 September 2020**, at the conclusion of the 2019-20 term.

4. Grant coverage and criteria

The awarded grant will cover the IPSF Annual Membership Fee 2019-20. In all cases, the IPSF Treasurer will transfer the awarded grant from the IPSF Development Fund account to the IPSF account on behalf of the awarded organisation. The awarded organisation will receive a receipt as proof of the credit towards its membership fees from the IPSF Treasurer. This means the awarded organisation does not receive money from IPSF but does not have to pay the membership fee for one year. **Please note that the Membership Fee Grant can only be used to cover IPSF Membership fees for 2019-20 and cannot be used to cover old debts or SEP fees.**

The total number of grants awarded will be decided after the application deadline and will depend on the total number of quality applications received and the grant budget available.

5. Issues to be taken into consideration

5.1 Sponsors

Applicant organisations should seek sponsorship to meet some of the cost of the membership fee. National, local, and private bodies often have a budget to support these kinds of initiatives. It is advisable to reach out to potential sponsors as soon as possible, as it often takes time to receive an answer. You may even be surprised and secure more sponsors than you initially anticipated. You are required to enclose the letter you have sent and the reply you have received from **at least one potential sponsor**.

6. Situations and Consequences

To avoid any misunderstanding of the procedures, misuse of the grant, or reduction in the grants awarded each year, this section has been added to dissuade potential applicant organisations from hiding any relevant information or from providing incomplete or false information in their application form.

It is an applicant's responsibility to inform the Development Fund Coordinator of any changes in the information stated in the application form as soon as the applicant is aware of any new information. It is recommended that all applicant organisations retain a copy of their application form to remember what has been stated in the application. If any change of circumstances occurs after submission of the application form, please inform the Development Fund Coordinator as soon as possible. Any applicant organisation awarded a Development Fund grant and is later found to have misused funds will not be eligible to receive any Development Fund grants in the next five years. If the grant has been paid before the misuse has been identified, then the applicant must pay the grant fully or partly back to the IPSF Development Fund as determined by the Development Fund Committee and the IPSF Executive Committee.



The Development Fund Committee reserves the right to withdraw or reduce any grant given to an applicant organisation if any of the following situations arise:

- Information relevant to the selection process was hidden from the Development Fund Committee by the applicant organisation;
- Information stated by the applicant organisation is later identified as being inaccurate or false and the applicant organisation failed to notify the Development Fund Committee about the necessary changes required in the application;
- New information concerning the financial situation of the applicant organisation was not provided (such as a new sponsor, more money available than what was originally stated, etc.);
- Failure to submit the required documentation and/or receipts, or submission of incomplete documentation; or
- Other situations at the discretion of the Development Fund Committee.