**Ann Carnduff Legacy CPD Activities Award – application form 2025**

Please read the guidance notes and refer to the marking schedule before completing this form. They can be found [here](https://www.rcot.co.uk/discover-membership/awards/annual-awards-learning-development-research).

**Office use only**

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| Application reference number: | Date received: |
| Acknowledgement: | Eligibility screening: |

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| Section one: activity | | | | |
| Activity start date: | |  | Activity end date: |  |
| 1. Provide brief details of the planned activity you would like to attend e.g. title of event, programme details and website link if available (100 words max). | | | | |
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| Word count: |  | | | |
| 1. How will you be participating in the activity, e.g., presenting a poster or giving a talk? (100 words max). | | | | |
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| Word count: |  | | | |

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| Section two: Part A  For accepted abstracts, presentations and talks, please complete the following questions below: | |
| 1. Title of abstract | |
|  | |
| 1. Summarise the content of your work (200 words max) | |
|  | |
| Word count: |  |
| 1. Is ethical approval required? | Yes/No (delete as appropriate) |
| If yes, please give the application reference number and provide a copy of the confirmation if already granted or indicate when approval is expected. | |
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| Section two: Part B  if you are applying to attend CPD activity only: please complete questions | |
| 1. Are there any specific sessions that you think will be particularly useful? (00 words max) | |
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| Word count: |  |
| 1. Summarise relevancy to your area of practice (200 words max) | |
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| Word count: |  |

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| Section three supporting statement  Provide a supporting statement in the space below (do not append a separate document) | | |
| 1. Describe the overall aim of the activity (what you intend to achieve, learn, develop) and up to three objectives (how you will achieve the aim) (100 words max). | | |
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| Word count: | |  |
| 1. Explain how participation in the planned activity will benefit people who access occupational therapy services/carers AND impact on the wider occupational therapy community (200 words max). | | |
|  | | |
| Word count: | |  |
| 1. Provide details of how you will disseminate the outcomes of your activity to the profession and wider, and the timeframe for this (100 words max). | | |
|  | | |
| Word count |  | |
| 1. Explain how the activity contributes to your continuing professional development, demonstrating how it will enhance your future practice (100 words). | | |
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| 1. Other information relevant to the application (research, publications, education, experience) (200 words max). | | |
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| Section five: financial assistance | |
| 1. What is the anticipated overall cost of the activity? | £ |
| 1. Give a breakdown of the financial support requested for the Ann Carnduff Legacy CPD Activities Award. These must be actual costs expected to incur. The total sum requested should not exceed the award sum available (£500 per award). | |
|  | |
| Total: | £ |
| 1. If the activity is being supported or considered for support by any other organisations, including RCOT, please provide details below: | |
| Applied to: |  |
| Amount of funding sought: |  |
| Amount of funding received/promised: |  |
| 1. Please give details of any other sources of funding not covered above: | |
|  | |

**Supporting evidence**

Please attach with your application form documentary evidence confirming your participation in the planned activity (refer to the award specific guidance notes), and ethics approval(s) if relevant. List your attachment(s) below:

1.

2.

**Declaration**

I have read the guidance notes, including the award specific guidance relevant to this award application: Yes/No(delete as appropriate)

I have completed the application form myself: Yes/No (delete as appropriate)

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| Signature/name of applicant: |  |
| Date |  |

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| Section six: personal details | | | | | | |
| Title: | |  | | | | |
| Surname: | |  | Forenames: | | |  |
| Daytime contact number: | |  | | | | |
| Email: | |  | | | | |
| BAOT No: | |  | | | | |
| Date (month and year) BAOT membership commenced: | |  | | | | |
| **Brief curriculum vitae**  Provide the information requested in the spaces below. Do not append a separate CV. | | | | | | |
| Give details of professional and academic qualifications (degrees, diplomas), including type/name of qualification, subject area, institution/awarding body and dates. (200 words max) | | | | | | |
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| Word count: |  | | | | | |
| Award information source (where did you hear about this award?) | | | |  | | |
| Where is this application being submitted from: | | | | | England/Scotland/Wales/Northern Ireland (delete as appropriate) | |