

THE CARERS FUND

Application Form

The department has established a Carers Fund to provide staff members and postgraduate students with a grant to contribute towards **additional care-related costs** of up to £250 when attending work-related events, meetings and conferences.

Applications may be submitted to Mrs D Khan at any time prior to the event; all applications will be approved by the Equality, Diversity and Culture Committee and decisions communicated to the applicant.

Please contact: materialsEDC@imperial.ac.uk Equality, Diversity and Culture co-chair persons, if you have any queries,

1. Personal details:

Name (including title)	
CID	
Email Address	

2. Event Details

Name of Event	
Date of Event	
Place of Event	
URL for event if available	
Details of relevant travel arrangements (travel dates, accommodation arrangements etc).	

3. Who do you care for?

Name(s) of person/people you normally care for	
Relationship to him/her/them	
Reasons for additional care requested	

4. Support requested:

Cost of <i>additional</i> care requested Total amount of claim (@ £10 per hour) (up to £250)	
Other costs (e.g. additional travel costs)	
Details of particular care arrangements to be put in place to support attendance at event	

Please specify if you have requested or obtained support for these costs from any other source

Other funding to support attendance at the event	
Amount	

Have you applied for a grant from the Dept. Carers' Fund before? Yes ☐ No ☐

If yes, please give amount, and date of award	
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5. Payment details:

After approval of the funds, staff will be given an account number to submit their claim for the Carers' Fund.

Signature

Date

(Please type or scan name if returning this form electronically)

Please return this form to

Email: d.khan@imperial.ac.uk