BMA Information Fund 2020

**Advice for applicants**

The BMA International Department of the British Medical Association (BMA) situated at BMA House, Tavistock Square, London WC1H9JP runs the BMA Information Fund which provides health information and educational materials to health-focused organisations in developing countries (i.e. any country or territory appearing on the OECD Development Assistance Committee’s [list of countries eligible to receive Official Development Assistance](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm)).

**Who can apply?**

* Health care institutions
* Medical schools
* Libraries
* Health-focused non-governmental organisations and similar organisations
* Human rights and community development organisations involved in local capacity-building

Please note we are **not** able to respond to requests from individuals.

**What do we donate?**

* Educational and training materials (e.g. books, CDs, DVDs).
* There is a **maximum limit of educational and training materials to the value of £2000** for each application.
* We **do not** donate money.

Please note, donations are intended for shared use as a reference collection. We **do** **not** provide personal copies of materials for healthcare professionals.

**How do we choose?**

Information Fund decisions will be made on all of the content included in the application forms of the first 100 applicants. This includes (but is not limited to) us considering: the current resources of the country, area and applicant institution; institutions with the greatest needs, number of users/beneficiaries and the use to be made of the materials; suitability of the space to access the materials (e.g. library premises); and immediate and long term benefits. Any additional information submitted with the form will not be included in the decision-making process. If information is not included on the form, then it cannot be considered.

**For assistance in completing this form and to understand the BMA’s requirements, you are strongly advised to read the following advice section prior to completing the application form. All sections of this form must be completed.**

**Opening date for applications: 25 September 2020**

**Closing date for applications: Friday 6 November 2020**

**Expected date of notification for successful applications (subject to update on the BMA Website depending on volume of applications): 18 December 2020**

**For further information, please contact the BMA International Department: info.international@bma.org.uk**

**How to apply:**

(i) Complete, sign and return the following **application form and booklist** within the timeframes and via the method stated in section (iii) below.

**Application forms with any information missing will be automatically rejected.**

(ii) Select items from the **book list** (available to download as a separate document on the fund [webpage](https://www.bma.org.uk/what-we-do/working-internationally/our-international-work/information-fund)).

* Book lists that strongly reflect an organisation's aims are preferred.
* Applications are limited to a maximum value of **£2000** and you must state the total amount requested on the book list.
* Due to the high delivery costs, applications are welcomed from UK organisations that have partnerships with overseas institutions, provided the donated materials are exclusively for the overseas institutions’ use.
* Please note that there is a limit of **three** copies of each of the free items, subject to availability.
* Please calculate totals for each section on the book list: Books, DVDs, CDs and Accessories, as well as the Grand Total.
* Please do not make changes to the book list or delete parts of the form.

Please note that quantities of the materials you request may be reduced due to the high number of applications and so that we can make as many awards as possible. If you are requesting multiple copies of an item, you should make a clear case in your application for why you need all the copies.

We encourage applicants not to treat the maximum order limit of £2000 as a target. A smaller, more focussed application may be more competitive than a larger, ‘one of everything’ request.

Successful applicants will show that the requested resources are tailored to their needs. If you are requesting books on a wide range of topics, you should to explain why in your application.

(iii) Send the application form and the booklist by e-mail to info.international@bma.org.uk

Applications will be open from **Friday 25 September 2020** and will close on **Friday 6 November 2020 or when the cap of 100 applications has been reached, whichever is the sooner.** We strongly encourage you to get your application in early. The BMA cannot accept any submission received after this date, or after the cap has been reached (whichever comes first). Applications are still open during the stated times unless otherwise stated on the Information Fund webpage. Incomplete applications will not be considered.

**After you apply:**

* **Notification:** We will acknowledge receipt of your application by email. Please contact us by email at info.internaitonal@bma.org.uk if you have not received this within one week of submitting your application.Successful applicants **ONLY** will then be contacted by the BMA by 18 December 2020. This date may be subject to change due to the volume of applications, please check the fund webpage nearer the time for updates. Please note,if you have **NOT** heard from us by the date specified on the webpage, unfortunately your application has been unsuccessful on this occasion. *We are unable to give feedback to unsuccessful applicants.*
* **Dispatch of books:** This will be from **January 2021**. Successful applicants will be contacted when books are dispatched by Health Books International, operated by Practical Action Publishing Ltd. All delivery is by **courier** except in exceptional circumstances. Books will be dispatched with a letter for customs officials. If there are any additional customs charges, you should not pay these and instead contact Practical Action Publishing to resolve the issue.
* **Confirmation of received delivery:** You must confirm when you receive the books or contact Practical Action Publishing if there any problems, or if you have not received the books within 4 weeks of dispatch.
* **Reporting requirements:** Once you have received and started using the books, you are required to submit a short feedback report, with photos, film and/or recordings if possible, on how these materials are being used and how they have helped your organisation. If your application is successful, you will be sent a template feedback form and consent forms for any supporting materials such as photos. If you do not submit a feedback report, you may not be considered for the Information Fund in future years.
* **Using your feedback:** We will request your consent to use the information you provide as part of your feedback report to develop case studies, which we may use to share good practice and promote the Information Fund. Giving this consent is not a requirement and will not affect any future applications, but we hope you will agree to have your stories shared in this way.

**BMA Information Fund Application Form 2020**

**Please provide a detailed response to all of the following questions. Please supply as much detail and context as you can. For most questions, a 1-2 line response will not be sufficient as it will not give us enough information to judge applications fairly.**

**Please also ensure that you have read the above Advice for Applicants thoroughly before completing this application.**

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| **A. Contact details:** |

* Name of organisation making the application:
* Name of organisation receiving the education and training materials (if different from above):
* Full **postal address** of your organisation for **delivery** (note that delivery can also be made to a UK address):

*Note: All deliveries will be* ***by courier*** *unless there are exceptional circumstances. If courier delivery is not an option, please provide an explanation and preferred alternative delivery option:*

Please provide details of an individual who can be contacted regarding this application:

* Applicant’s full name:
* Phone number(s):
* Email address:

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| **B. Background** |

*Note: if the application is being made by a UK organisation on behalf of an overseas partner institution, please provide the following background information for both organisations, and explain the nature of the partnership.*

1. What kind of organisation is it? *(e.g. medical school / library / hospital)*
2. What are the aims of your organisation?
3. When was the organisation established?
4. How many members of staff are there?

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| **C. Current materials:** |

1. Describe what books and resources you have *(e.g. how many books do you have and in what subjects? How up to date are they? Where are they kept?)*
2. How much did you spend on books last year?
3. What languages are the books in the library / facility in?

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| **D. Access to materials:** |

1. Can the people who use your resources read English?
2. Where will the books and other resources be accessed? *(e.g. What sort of library facilities are available? Will the books be secure and easily accessible to users? Is the space already available?)*
3. What are the opening times of your library / facility?
4. How many people would have access to the books and resources (*please give the TOTAL number of users and a breakdown of who they are, e.g. how many students, teachers, etc*)?
5. Who would have access to the books? *(e.g. healthcare staff / students / researchers / volunteers / public? Please give a detailed description.)*

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| **E. Use of materials:** |

1. In what countries/regions will the donated materials be used?
2. What work would the books and educational materials support? *(e.g. would they support education / training / clinical work? Please give a detailed description.)*
3. If you receive books from the Information Fund, how will you promote their use?

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| **F. Sustainable Development Goals:** |

* Please explain how receiving a donation of books and other educational materials from the BMA Information Fund would support achievement of one or more of the UN Sustainable Development Goal targets (including but not limited to targets listed under Goal 3: good health and well-being) set out here: <https://sdgs.un.org/goals>

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| **G. Mitigation and recovery from the COVID-19 Pandemic:** |

* Please explain how receiving a donation of books and other educational materials from the BMA Information Fund would support direct action regarding the COVID-19 pandemic and/or restoring other services disrupted as a result of the COVID-19 pandemic.

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| **H. Funding:** |

1. How is your organisation funded?
2. Please list any support your organisation receives from other international bodies / charities:
3. Has your organisation previously received resources from the BMA Information Fund? *(If so, please list what years and explain how your request in this application is different from our previous donation.)*
4. How much **in total** is your book request? £
5. Please tell us how you heard about the Information Fund:

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| **I. Further information:** |

Please use this space to include any further information in support of your application. This could include additional context for your request *(e.g. you have no budget to purchase books or other education and training materials, and operate with very few or only out of date texts / work in a region that has recently experienced a period of civil unrest or natural disaster which makes support for health professionals critical).*

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| **The applying organisation agrees that:**1. **If this application is successful, the recipient organisation will make the educational materials available for shared use within the overseas country or region specified for the purposes stated in section E of the application form;**
2. **We agree not to sell the materials supplied by the BMA/PAP (but the library may charge its usual membership fees);**
3. **Only the organisations stated in the application form may allow use of the educational materials and no individuals shall be allowed to permanently keep any of the materials;**
4. **If there is any material change to the goals and aims or establishment or funding of our organisation or any receiving organisation (if applicable) within 3 months of our application, I must inform the BMA in writing as soon as reasonably practicable;**
5. **In completing this form, I have adhered to the requirements in the attached advice to applicants and agree to any terms within;**
6. **All information supplied in this application form is true and accurate and not misleading;**
7. **I agree to inform the BMA in writing if anything I have stated in this application form materially changes;**
8. **I agree to submit a written report of the project in accordance with the BMA’s requirements once the books are in use and no more than 6 months after commencing use of the materials/receipt of the materials;**
9. **In preparing the written report of the project, where it includes or is accompanied by images, film or recordings, We agree to obtain written consent wherever possible (or verbal if not possible) of anyone included (or their legal guardian for minors), and where possible use the BMA’s consent form supplied to me;**
10. **Subject to adherence to the requirements stated herein, the BMA is free to make any decision regarding which applicants it wishes to grant the materials to and is not obliged to make any materials available should it so decide;**
11. **The BMA will only notify successful applicants and is not required to give feedback to unsuccessful applicants;**
12. **The BMA reserves all rights to withdraw materials agreed to be supplied if the applying or receiving organisations conduct is contrary to the spirit or intention of the fund or harmful to the BMA’s reputation.**
13. **The applying organisation is responsible for obtaining registration and licensing required to undertake the work it operates in;**
14. **The BMA cannot assure any guaranteed delivery times to successful applicants;**
15. **To the fullest extent permitted by law (and subject to the second sentence of this clause), the BMA will not in any circumstances be responsible or liable to any individual or organisation for any loss, damage, personal injury or death occurring as a result of your reliance on the materials supplied or expectation of receipt of those materials, except if it is unlawful in England not to assume responsibility. To the fullest extent permitted by law materials are supplied on an as is basis without any warranties as to accuracy or assurances regarding timing of receipt. If however the BMA breaches any legal obligations to you in relation to this Information Fund application and/or any award, to the fullest extent permitted by law, the BMA’s maximum liability howsoever arising, shall be limited to £2000 (two thousand pounds sterling);**
16. **The BMA will process any personal data it receives in accordance with its Information Fund** [**privacy notice**](https://beta.bma.org.uk/media/2062/bma-humanitarian-fund-privacy-notice-feb-2020.pdf); **and**
17. **The BMA may contact named individuals to inform you about future rounds of the Information Fund, and other relevant BMA grants and competitions which we believe will be of interest to you. You can opt out of receiving this information at any time by emailing** **info.international@bma.org.uk****.**

**Authorised signatory lead name: Signature: Date:*****(electronic signatures will be accepted)*** |

**Before you submit your application:**

* Have you read the advice for applicants?
* Have you completed the book list?
* Have you included the name of your organisation on the book list?
* Have you completed every section of this form and had it signed by the authorised signatory?
* Have you checked the BMA website to ensure that applications are still being accepted (i.e. the cap of 100 applications to the Fund has not been reached and the fund is stated as still being open on the webpage)?
* Have you emailed the completed application form and booklist to: info.international@bma.org.uk? We cannot accept postal applications at this time.

**Application forms with any information missing will be automatically rejected.**