



## POLICY PROCEDURE OUTLINE FOR APPLICATIONS TO THE 'ALAN & DELWYN BRESLAU SCHOLARSHIP FUND'

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**OBJECTIVE:** This policy delineates the process for individuals or organisations seeking financial support from THE ALAN & DELWYN BRESLAU SCHOLARSHIP FUND.

The fund is dedicated to aiding burn health research, education, self-development, and related burn courses. The aim is to ensure transparency, accountability, and efficient use of the fund's resources.

**ELIGIBILITY:** To be considered for funding, applicants must meet the following criteria:

A. Engage with burn patients or contribute to burn health research, aiming to advance a career within burn health organisations, or have personally experienced a burn injury and seek tools and strategies to benefit and support the burn community.

B. Submit a cover letter with a detailed application, outlining the purpose and necessity for the requested funds, along with a valid invoice.

This submission should be made at least six weeks before the required funding date. Send to: Dr. Julian Lofts (jalofts@xtra.co.nz), Delwyn Breslau (delwynb@gmail.com), Michele Henry (michele@burns.org.nz).

Also, agree to provide a written report within six weeks of completing the study, illustrating how the funds facilitated personal growth and the achieved outcomes.

### **APPLICATION PROCESS:**

A. Complete the application and submit it to the Trustees, Dr. Julian Lofts and Delwyn Breslau (Selection Committee), as mentioned above.

B. Include personal or organisational details.

C. Provide a comprehensive description of the purpose of the funds, demonstrating their alignment with burn research, education, self-development, or related burn courses.

D. Present an estimated budget detailing the specific amount requested and its intended use.

E. Attach all relevant supporting documents or references. Submit the complete application to Julian and Delwyn via the B.S.G office before the specified deadline.

F. To be eligible for this scholarship, it is necessary to submit a written confirmation, as part of your application, from your line manager or the relevant individuals responsible for granting approval for your absence from work, business, or similar commitments.

G. For more information, reach out to the Burn Support Group Charitable Trust, Inc., Private Bag 97164, Manukau City, Auckland 2241, 09 2700640, info@burns.org.nz, www.burns.org.nz.

**REVIEW AND APPROVAL:** Upon receiving applications, Julian and Delwyn will independently assess each application to ensure it meets the eligibility criteria and aligns with the fund's mission and objectives.

A. Applications that pass the initial review will undergo a meeting with Julian and Delwyn to evaluate the significance and impact of the proposed project, taking into account the availability of funds.

B. Applicants will be notified in writing of the application's outcome, along with instructions on how to claim the funds, requiring the provision of bank details.

**CLAIMING FUNDS:** Successful applicants must provide a valid invoice at the time of application, including all necessary details such as the payee's name and contact information. Upon approval, funds will be transferred directly to the payee's bank account.

**REPORTING:** Recipients of funds from the Alan and Delwyn Breslau Scholarship Fund must submit a comprehensive report within a six-week timeframe. The report should detail the utilisation of funds, the outcomes achieved, and all supporting documentation, such as receipts and evidence of spent funding.

This report may be used for promotional purposes on behalf of the Burn Support Charitable Trust. Failure to submit the required report will result in a 50% reimbursement of the gifted funding.

**TRANSPARENCY:** Julian and Delwyn are dedicated to maintaining transparency throughout the funding process, ensuring fair and impartial treatment of all applicants.

**COMPLIANCE:** All applicants and fund recipients are expected to adhere to the terms and conditions outlined in this policy.

By following this policy and procedure, the ALAN & DELWYN BRESLAU SCHOLARSHIP FUND aims to support individuals and organisations involved in burn health research, self-development, and related burn training courses while upholding transparency and accountability in the allocation of funds.

Signed by: Trustees of the Alan and Delwyn Breslau Scholarship Fund.



Julian Lofts  
Trustee



Delwyn Breslau  
Trustee