



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

Guidelines for UK-AFI Members grant for Attendance at the International Training Conference

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



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1. Introduction

The United Kingdom Association of Fire Investigators (UK-AFI) is the 67th chapter of the International Association of Arson Investigators (IAAI). It is a not-for-profit organisation and is a registered charity (1124789). It is located at P.O. Box 1318, Lincoln, LN1 2WZ. Revenue for the Development Grants is generated through membership subscriptions, conferences and training events.

The UK-AFI as part of the IAAI supports the training and development of its members to increase their knowledge. The UK-AFI aims to provide one member per year with financial assistance, covering the conference and hotel fee of the IAAI International Training Conference (ITC), to support the training of our members beyond that supplied within the UK. The UK-AFI ITC attendance grant is not designed to cover all of the costs of attendance, but rather to offset specific costs, which would afford applicants a greater opportunity to attending the ITC.

2. Eligibility

The UK-AFI ITC attendance grant is open for applicants who have been members of the UK-AFI for a minimum period of two years and have not attended the ITC for the preceding ten years. The applicant must also be a member of the IAAI.

A successful applicant is then not eligible to apply for the grant for the following ten years. An applicant will not be eligible if they have also received the UK-AFI research grant in the same year. Serving members of the UK-AFI Executive Committee will not be eligible to apply for this grant.

The UK-AFI will cover the conference fee (at the IAAI's Members, early bird booking rate when applicable) and five nights' accommodation (typically Sunday – Thursday) at the IAAI's chosen hotel for the duration of the conference.

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The UK-AFI will reimburse the successful applicant following the production of a valid booking receipt. The appropriate currency exchange rate at time of the expense claim will be applied.

3. Deadlines

Unless otherwise noted on an application or solicitation, the UK-AFI Board will consider grant applications once a year, generally coinciding with a meeting of the Board of Directors held in conjunction with the UK-AFI Annual Training Conference. The deadline(s) for grant submission is the 30th November. The successful applicant will be drawn at the UK-AFI Annual Training Conference in the following year.

4. Program Information

The UK-AFI ITC attendance grant programme is designed to support the development of its members by providing financial support to professionals who are members of the UK-AFI for the purpose of increasing their knowledge and understanding of Fire Investigation.

5. How to Apply

Eligible members wishing to apply for the UK-AFI ITC attendance grant are required to submit a formal written request to the UK-AFI in accordance with the deadlines above. The form attached here as an appendix should be completed and sent to the president of the UK-AFI.

6. Review Process

All grant applications will be reviewed by the UK-AFI Board of Directors at a scheduled Board of Directors meeting and all decisions of the Board are final. The applications will be assessed to determine that they meet the eligibility criteria. If an applicant does not meet the eligibility criteria they will be informed by email that they will not be entered into the draw.

All of the eligible entrants will be allocated a number and a random number generator will be used to determine the successful applicant. The successful applicant will be fully responsible for making bookings for flights, hotel and conference. It is also the responsibility of the successful applicant to request refunds in the case of an inability

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to attend. If the successful applicant is unable to attend the requested ITC (due to exceptional circumstances) then the grant will be transferred to the following years ITC.

Failure to comply with the attendance requirements or conditions of award can result in the forfeiture of grant and in the event of breach of agreement, the UK-AFI reserves the right to request the return of funds advanced or otherwise provided in support of the applicant's attendance to the ITC.

7. Grant Closure Requirements:

Upon the completion of the ITC attendance the successful member will be asked to provide a summary of their attendance reflecting the knowledge acquired. The summary shall be produced within one calendar month of return to the UK.

President name: Emma Wilson

President signature:

Date of issue: 2nd September 2022

Review date: 2nd September 2024



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8. Grant Application Form

Name:	Address:	Telephone: Email:
UK-AFI membership number:	Organisation:	ITC: (e.g. North Carolina 2023)
IAAI Membership Number:		

To be completed by members of the Board:		
Application meets eligibility requirements?		
<input type="checkbox"/> Name Signature Position
<input type="checkbox"/> Name Signature Position
<input type="checkbox"/> Number Allocated	
<input type="checkbox"/>	Application Succeeded	<input type="checkbox"/> Date