

Institute of Physics Carers' Fund

The Institute recognises that many of its members have caring responsibilities, whether this is for children, elderly or disabled relatives or friends. As a result, they are sometimes prevented from attending conferences and events because there is no provision for the extra costs incurred in paying for the additional care needed while they are away at the event.

The Carers' Fund provides IOP members with a grant to support them in attending physics-related events or conferences that they might not otherwise be able to go to because they care for someone else. Therefore the Fund aims to **contribute towards these additional costs of care** when attending events, meetings and conferences.

We appreciate that the arrangements that members will put in place will be many and varied, and therefore we do not wish to place restrictions on how the grant will be used, except that

- It must be used towards the costs associated with **additional** care for the person or people that the member cares for
- It must be a physics-related conference, meeting or event.

Eligibility

Any IOP member is eligible to apply for a grant. We appreciate that there may be more than one occasion in the year that members may wish to apply; however, we must also give priority to those who have not previously claimed. Therefore we will not normally pay more than £250 to any one member in a calendar year.

The total amount of money available to the Carers' Fund is limited. In any one year, a total of £2,500 will be allocated between January and June and £2,500 between July and December.

Submitting an application

Applications must be submitted at least four weeks prior to the event. A decision will normally be made within two weeks of receipt of your application. Retrospective applications will not normally be accepted.

An application form may be obtained from The Diversity Team (tel: 020 7470 4842; email carersfund@iop.org) or may be downloaded from the IOP Support and Grants webpages www.iop.org/about/grants. All sections of the application form must be completed.

Payment

Once you have confirmation that your application has been accepted, you will be requested to submit a short form following the event, confirming attendance and any benefit obtained from attendance. You may also wish to comment on the effectiveness of the fund in contributing to your additional costs.

The grant will normally be paid after you have attended the event and the report has been received. If you feel that you cannot attend without receiving payment beforehand, please contact the Diversity Team (carersfund@iop.org or Tel 020 7470 4842).

Completed forms and further enquires should be directed to The Carers' Fund, The Diversity Team, Institute of Physics, 76 Portland Place, London W1B 1NT or email carersfund@iop.org