

## 1. Introduction/Background

1.1. Chartered Management Institute, a body incorporated by Royal Charter and registered as a charity in England and Wales (Reg. No.1091035) and Scotland (Reg. No.SCO38105), whose registered office is at 77 Kingsway London WC2B 6SR (“CMI”), offers financial support in the form of non repayable bursaries to learners who meet eligibility criteria.

### 1.2. In these Terms and Conditions:

#### 1.2.1.1.

“Bursary” means the financial award and other benefits which will be given by CMI to selected individuals as described in clause 2 below

#### 1.2.1.2.

“Course” means a course of study leading to the relevant CMI qualification or award and delivered by a CMI approved centre

#### 1.2.1.3.

“Holder” means any individual who is selected to receive the Bursary.

1.3. CMI has launched a Bursary scheme as part of its 75th anniversary work. The Bursary is specifically aimed at supporting inclusion in the management and leadership sectors.

1.4. The Bursary allows CMI to open up management and leadership training to those who could not otherwise afford to develop their management and leadership skills through formal learning. CMI is actively encouraging applications from individuals whose personal circumstances reflect this aim.

## 2. Framework of the Bursary scheme

2.1. CMI will award each successful applicant up to £1,000 per year under the Bursary scheme.

2.2. The maximum payable will be £3,000 over a maximum period of three years irrespective of the length of the Course.

2.3. **The Bursary scheme will comprise 3 categories of award as follows:**

#### 2.3.1.

**Aspiring Manager (Map to Management Award): Levels 2 & 3.** An award for those who aspire to be in a management position or have just started their professional career or are in an entry level role. The applicant should have no formal management and leadership qualification.

#### 2.3.2.

**Junior Management (Next Generation Award): Levels 2 & 3.** An award for those who have just entered their first management role, or find themselves in a junior management position. The applicant should have no formal management and leadership qualification, or is looking to progress their existing qualification to a higher level.

#### 2.3.3.

**Middle Management (Pathway to Progression Award): Levels 4 & 5.** An award for those who have 3+ years experience in management. The applicant should have no formal management and leadership qualification, or is looking to progress their existing qualification to a higher level.

2.4. 25 awards in each category will be available. However, this number may be varied at CMI's discretion to reflect the applications received and CMI reserves the right not to make any award if no suitable applicants can be identified.

2.5. **Each Holder will also receive, free of charge:**

#### 2.5.1.

CMI membership for the duration of their Course and for an additional 5 years afterwards;

#### 2.5.2.

Access to CMI's mentoring scheme for the duration of their membership.

## 3. Eligibility

3.1. **In order to be eligible for a Bursary, an applicant must be:**

#### 3.1.1.

18 years of age or older;

#### 3.1.2.

resident in the UK and proposing to take a CMI accredited Course in the UK (including Northern Ireland); and

#### 3.1.1.

willing to maintain active CMI membership for the duration of their Course and for an additional 5 years afterwards, unless agreed otherwise by CMI.

3.2. Employees of CMI, or their immediate family members, are not eligible to apply.

3.3. Applicants need to demonstrate a clear need for financial support and that without the Bursary they would be unable to pursue their management and leadership education at this time. Receipt of previous bursaries, awards or scholarships will not preclude an application.

3.4. Applications must be made online at: [www.managers.org.uk/campaigns/bursary/applications/](http://www.managers.org.uk/campaigns/bursary/applications/). Applications must be submitted by midnight on 31 May 2022. CMI reserves the right to ask for further supporting information from any applicant.

3.5. Applicants must state whether, if successful, they wish payment to be made direct to their chosen education provider or to themselves. If payment is made direct to an individual, clause 7 applies.

3.6. By submitting an application, an applicant is indicating their consent to these Ts & Cs and also to being contacted by CMI for research and marketing purposes.

3.7. Some information which you provide may be sensitive (for example, relating to your personal circumstances) and in submitting your application form you consent to us processing this data for the purposes of your application. All personal data will be dealt with in accordance with our privacy policy [www.managers.org.uk/about-cmi/governance/policies/data-privacy/](http://www.managers.org.uk/about-cmi/governance/policies/data-privacy/)).

3.7. CMI cannot be held responsible for any errors, omissions or inaccuracies in an applicant's application documentation.



## 4. The award of the Bursary

- 4.1. Successful applicants will be chosen by a panel of judges acting on a majority basis. In the event of equal votes the decision of the Chair of the panel will be final and binding.
- 4.2. The names of successful applicants will be announced from 30 June. We will make available a list of successful applicants on request, so please let us know if you are not willing to appear on this list if you are successful.
- 4.3. Successful applicants will receive an offer email with further information and an acceptance form which must be completed and returned to CMI within [10] days of the announcement.
- 4.4. The final decision on the recipients of the Bursary is solely a matter for CMI's discretion but any decision will take into account the various factors listed above.
- 4.5. CMI's decision will be final save in cases of fraud, unlawful conduct or obvious mistake.
- 4.6. The Bursary will be repayable by the Holder if the Holder is found to have committed fraud or be guilty of misconduct, or has knowingly provided false information in their application.

## 5. Holders' obligations

- 5.1. Holders will be given CMI membership free for the duration of their Course and for five years afterwards, subject to the termination rights in this Agreement. Holders must comply with the terms and conditions of CMI membership throughout this period.
- 5.2. Holders will be required, at reasonable intervals, to attend various events, give interviews, and participate in marketing activities, research, case studies and similar initiatives designed to demonstrate the impact of the Bursary and to promote CMI and its objectives.
- 5.3. Each Holder acknowledges that they are acting as an ambassador for CMI. As such, they must conduct themselves appropriately and according to CMI's code of conduct and policy on prevention of harassment ([www.managers.org.uk/about-cmi/governance/policies/code-of-conduct/](http://www.managers.org.uk/about-cmi/governance/policies/code-of-conduct/) and [www.managers.org.uk/about-cmi/governance/policies/harassment-prevention-policy/](http://www.managers.org.uk/about-cmi/governance/policies/harassment-prevention-policy/)), and if they do not their Bursary may be terminated or revoked pursuant to clause 8.3-8.4 below.

## 6. Restrictions

- 6.1. The Bursary may only be applied towards Courses which fall within the definition above.
- 6.2. The Bursary cannot be applied retrospectively to cover Courses which have already commenced.
- 6.3. The Bursary cannot be applied retrospectively to cover Courses which have already commenced.
- 6.4. Payments under the Bursary will cease once the Course has been completed.
- 6.5. The Bursary cannot be transferred to any individual other than the Holder.
- 6.6. No payments will be made until the Holder has provided evidence to CMI that they are properly registered on the Course.
- 6.7. Only one Bursary can be awarded per Course and any Holder wishing to undertake a further Course must submit a re-application.
- 6.8. In the event that the Holder needs to take a break in learning (for example, for parental leave or long-term sickness leave) they shall promptly notify CMI.
- 6.9. Where a Holder has indicated that they wish payments under the Bursary to be made direct from CMI to the relevant education provider, payment shall be made upon receipt by CMI of an appropriate invoice. The invoice must be received by CMI on or before 31 March 2023 for the first year of the programme and on or before 31 March in subsequent years. It is the responsibility of the Holder to arrange this with their education provider.



## 7. Payments direct to a Holder

- 7.1. A Holder who chooses to have their Bursary paid directly to them undertakes that they will apply the Bursary exclusively towards Course fees and/or expenses directly connected with the Course (for example, equipment, travel, and accommodation). Any queries as to whether expenditure fits these criteria should be raised with CMI.
- 7.2. The Holder shall keep all receipts and other records of their use of Bursary funds and shall provide copies to CMI if reasonably requested.
- 7.3. The Holder shall repay to CMI any Bursary funds used for any purpose which does not comply with this clause.

## 8. Termination, withdrawal and/or revocation

- 8.1. The Holder may give written notice to CMI that they no longer wish to participate and would like to withdraw from the Bursary scheme.
- 8.2. The Bursary will terminate for the relevant Holder if the Course is withdrawn and no suitable substitute is available or if the Holder withdraws from, or is removed from, the Course.
- 8.3. The award of a Bursary may be revoked if, in CMI's reasonable opinion, the Holder has provided misleading information, is guilty of anything which leads to sanctions under the course provider's disciplinary policy, is guilty of professional misconduct, breaches of CMI's code of conduct or does anything to bring CMI into disrepute.
- 8.4. In the event that the Holder consistently refuses, without valid reason, to participate in events or initiatives as described in clause 5.1 above, CMI may at its discretion terminate the award or withhold any payments.

## 9. Governing law

- 9.1. The Bursary and these terms and conditions and all matters relating to them are subject to English law and any dispute arising in connection with them will be subject to the exclusive jurisdiction of the English courts.

This Bursary is granted and administered by the Chartered Management Institute, registered charity no. 1091035, with a registered office at 77 Kingsway, London WC2B 6SR.