

Bursary Fund Criteria

Introduction

As a registered UK charity, the Institute of Hospitality (IoH), has raised funds to help it continue to deliver professional lifelong learning, mentoring, personal and professional development to our hospitality family across the world.

As part of our Diversity and Inclusion Strategy and in line with the United Nations (UN) Sustainable Development Goal No.16, the IoH has established a bursary.

The IoH Bursary Fund will help enable us to provide membership, to exceptional, talented individuals whose financial circumstances stop them from saying #imin to joining the IoH and accessing the wealth of resources we offer that could benefit their future careers.

Institute of Hospitality is a UK Registered Charity. UK Charity Number: 326180.

Criteria

Applications are open to everyone who meets the Criteria set out below.

- Applications will be reviewed by a panel of Fellows from the Institute of Hospitality, and they will award the application with membership for 12 months on acceptance
- Bursaries would start twice a year after the Bursary Forum has met.
- *Example:* If someone would become a member in March 2022, this would cover them until March 2023. In March 2023, they will receive a letter asking them to renew their membership with a pro-rata'd amount up to December 2023. Then in January 2024, they would receive their usual annual renewal details.
- The panel decision is final. There is a process in place – see application process.
- The membership to the IoH is granted from the bursary fund and will be paid directly to the IoH and not the individual. No cash alternative.

Person Specification Criteria

1. Application is welcome from people who have hardship and unable to achieve/purchase membership to the IoH themselves.
2. Referrals are welcome
3. Showing commitment to hospitality with CPD
4. Provide a reference from a fellow professional or have the support from a lecturer for the application

Application process

- Application form should be sent with an updated CV (no more than 2 pages) and answer the questions in the application on why you want membership to the IoH (no more than 150 words) and why you have chosen hospitality as a career (no more than 150 words).
- A panel of IoH Fellows will review the applications and approve or reject the application. Every applicant will be notified as soon as possible after the panel has made a decision.
- Successful applicants will be issued with 12 months of membership to the IoH and will be issued with electronic membership details.
<https://www.instituteofhospitality.org/membership/new-members/benefits/>
- After the 12 months of membership, the beneficiary will be informed of the costs of membership if they wish to continue or to reapply for the bursary and the process will start again.
- We may seek to record case studies from successful applicants to help encourage new applicants and secure further funding for this bursary.
- If the applicant does not meet the criteria, then the reasoning would be explained to them and an opportunity to present further information would be given. The bursary forum would review their original decision on the basis of this further information.
- Any appeal on the decision by the committee must be put in writing to the CEO of the IoH who shall make the final decision.

Bursary Fund Forum - terms of reference

- The Forum to have up to ten members maximum with a quorum of seven, to be selected by the Chief Executive of the IoH.
- To meet twice a year to review applications and award bursaries.
 - September and March
 - Closing date for September Applications is 30 August
 - Closing date for March Applications is 28 February
- All bursary fund forum members are Fellows of the IoH and meet the IoH Fit and Proper test.
- Members of the forum to have previous experience working with funds or trusts through voluntary activity in charities or the community.
- One member from the IoH Supervisory Board
- One member from the IoH Senior Executive Team to act as forum secretary and keep records of meetings.
- A record of the meetings will be kept for seven years

Closing of the fund

Arrangements would be administered by the Charity Commission's guidance. Should the fund be closed, the finances recuperated would be reassigned to the general funds and be used for a similar purpose.