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| **Application Form: Volunteer Bursaries for Zambia** |

This document should be read in conjunction with the **Volunteer Bursary Grant Overview**.

Please be as clear and succinct as possible and ensure that any acronyms and technical terms are fully explained.

**The project outline should be completed and submitted along with the budget to** [**application@thet.org**](mailto:application@thet.org) **by midnight on 15th November 2020. If you do not receive an acknowledgment from us within 48 hours, please assume we have not received your application and re-submit.**

# **1. Summary Details**

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| Lead UK partner institution |  |
| Lead Zambian partner institution |  |
| If previously awarded funding THET please provide Grant IDs. |  |
| Project goal |  |
| Duration of Placement(s) |  |
| Placement(s) start date |  |
| Total Budget Requested |  |

# **2. Partnership**

2.1 Please provide contact details for thekey partners involved in this application. If there are more than two partners involved (UK and Zambian), add more boxes as necessary to include all.

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| **Lead UK partner** | |
| Head of institution |  |
| Project co-ordinator (title, first name, surname). |  |
| Position |  |
| Department/faculty |  |
| Address |  |
| Email |  |
| Telephone number(s) |  |

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| **Lead Zambian partner** | |
| Head of institution |  |
| Project co-ordinator (title, first name, surname). |  |
| Position |  |
| Department/faculty |  |
| Address |  |
| Email |  |
| Telephone number(s) |  |

2.2 Tick the box that best describes each organisation. Please note that if you fail to complete this table, your application will be ineligible.

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| Lead UK Partner | |  | Lead Zambian Partner | |
|  | Health Delivery Institution |  | Health Delivery Institution |
|  | Health Education Institution |  | Health Education Institution |
|  | Professional Membership Association |  | Professional Membership Association |

2.3 Please list any other project partners or stakeholders that will play a role in the delivery of the project. *(Maximum 200 words)*

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2.3 Please provide a brief overview of your partnership, how you have worked together previously, for how long and in which clinical areas. Please note, by partners we mean the organisations rather than individuals

*This section should be no more than 400 words*

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3.2 If you have previously received funding from THET, please describe the activities that were funded, including dates of implementation.

*This section should be no more than 200 words*

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# **3. Volunteer Placements**

3.1 Please explain how a volunteer placement has been defined the most appropriate response to the needs of the Zambian facility? Please include information on the process of defining the need and who was involved.

*This section should be no more than 400 words*

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3.2 Please describe the overall scope of the volunteer placement, including the need for such a placement, volunteer placement’s objectives, the activities planned to achieve these objectives sustainably and the qualification and experience required to successfully complete the placement.

*This section should be no more than 400 words*

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3.3 How will the objectives of the volunteer placement(s) contribute to your partnership’s long term aims? Please include reference to any specific outcomes or goal, as well as any broader aspects to which they may contribute.

*This section should be no more than 200 words*

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3.4 How will the volunteer(s) develop personally and professionally?

*This section should be no more than 200 words*

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3.5 Please explain how this placement and its impact will be sustainable

*This section should be no more than 200 words*

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# **4. Volunteer Management and Support**

Please describe in detail how you will manage the volunteer(s), including:

* Pre-departure recruitment and selection
* Matching the volunteer(s) to the placement
* Pre-departure training
* Travel, medical and medical indemnity insurance policies
* Duty of care policy
* Safeguarding procedures
* Managing the volunteer(s) in-country
* Managing the volunteer(s) post-placement

*This section should be no more than 400 words*

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# **5. Monitoring, Evaluation and Learning**

Please describe your approach to monitoring, evaluation and learning, including:

* Who will be responsible for monitoring, evaluating and learning form the placement
* How you will measure the volunteer’s contribution to the project’s aims
* How you will evidence the volunteer’s personal and professional development (if necessary, please refer to the HEE Toolkit for Evidence: <http://www.thet.org/resource-library/toolkit-for-the-collection-of-evidence-of-knowledge-and-skills-gained-through-participation-in-an-international-health-project>)

*This section should be no more than 400 words*

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