**FUNDING APPLICATION POLICY FOR NON-PROFIT PARENT/CARER SUPPORT ORGANISATIONS for 2024**

* The SSIEM is offering modest financial support for non-profit organisations such as associations, patient organisations and support groups who represent in general more than 50 families with a rare IEM.
* Award process: €20,000 per year (i.e. €10,000 per 6 months with a maximum award of €5,000).
	+ Application process will open.
		- 1st January and close 1st March (if your event is scheduled for April / May we would suggest applying in the 2nd round the year before the event\*) and
		- 1st July and close 1st September (if your event is scheduled for October / November we would suggest applying in the 1st round the year of the event\*)
	+ €5,000 per funding round may be divided between the applications dependent upon the judge’s decision.
	+ If any of 1st allocation is not awarded in March then the amount can be added to the 2nd allocation to be awarded in September.
	+ If any of the annual allocation is not utilised the surplus will not be added to next year’s funds.
	+ Funds are to support events, including online events and webinars, but not individual families.
* Who is eligible?
	+ - 1. Educational program for several families offered/organized with support of local/national metabolic societies.
		- 2. Group consults or treatment event offered/organized by metabolic physicians with support of local/national metabolic societies.
		- Support once.
		- Reapplications within three years of a successful application will be rejected.
		- Support for those in developing countries:
		- This should be done through the organisers of the event and not through supporting individual families directly.
* Application form
	+ Disorder (if known)
	+ Is the event supporting families to diagnosis?
	+ Is the event supporting families in getting better care?
	+ Reason support requested (event venue, travel for families, hotel costs for families, online costs & support, distribution and resources etc.)
* A letter briefly describing the function of the associations, patient organisations or support group signed by the person making the application.
* Feedback required? Yes, summary after event.
* How should we advertise? SSIEM website (like the fellow grant)
	+ A formal “Clinician’s support letter” could help in choosing the best candidate.
* This process will be reviewed annually.
	+ Applications to be forwarded to admin@ssiem.org and should be submitted in English, however if this creates any difficulty please contact the SSIEM.
* Applications for funding will be considered by an award panel.
* The applicants will be informed of the SSIEM decision within 20 days of the closing date for application.
* If awarded funds will only be transferred electronically to an official organisation/charity/association account and not to an individuals account.

\* New banking protocols may cause bank transfers to be delayed while details are checked for the transfer to be made which can take several weeks.