

Introduction

1. The HFSS Educational Grant aims to promote and advance the field of Heart Failure in Singapore among HFSS (Singapore) members.
2. This sponsorship provides sponsorship for overseas and local conference/meeting.
3. Heart Failure Society (Singapore) will not reimburse travel expenses in the event the member did not attend the conference. Therefore, the travel insurance should be purchased at the member's own expense.
4. If the event is cancelled or postponed, Heart Failure Society (Singapore) is NOT liable for any expenses for Travel, Accommodation, Registration or any other fees that may or have been incurred by the member sponsored for the conference, the conference sponsorship provider, and any other party.
5. Visa application fee will also be at member's own expense.
6. Eligible member may apply for up to **TWO** sponsorships per calendar year, subject to review and approval by the education Subcommittee/council based on the relevancy of the programme of the conference/meeting which helps to build, upgrade and expand Heart Failure services in Singapore.
7. The decision of the Heart Failure Society (Singapore) council is final.
8. The application should be submitted at least 2 months before the commencement of the conference.

9. Please submit the application with the following supporting documents:
 - i. Application form which is duly completed
 - ii. Programme brochure with clear indication of registration fees, programme duration, etc.
 - iii. Travel itinerary and air ticket quotation
10. Heart Failure Society (Singapore) will notify the outcome of all applications through email.

Eligibility Criteria

1. For overseas conference/meeting, the financial sponsorship will cover the following items:
 - i. Return airfare based on the most direct route to the country of conference/meeting. For stopovers that the member may wish to make on his/her own, he/she will have to bear any additional costs, inclusive of airport taxes and visa fees, incurred
 - ii. Hotel accommodation for the actual duration of the conference. Any additional days of stay for pre- or post- conference/meeting activities shall be at the member's own expense. For destinations which take more than 6 hours by flight, member's may arrive up to 36 hours before commencement of the conference/meeting.

Registration fee for the meeting, excluding membership fees (unless the membership fee plus the registration fee is lesser than the non-member registration fee).

Claiming For Expenses

1. Member has to submit original supporting documents (including certificate of attendance, invoices/receipts, credit card statements to support foreign currency payment reimbursement) to the Heart Failure Society (Singapore) within 60 days upon return. Reimbursement to the member will be made after receiving the finalised claim summary within 60 days.

HFSS EDUCATIONAL GRANT APPLICATION FORM

Part I: Applicant Details	
Name of Applicant:	
Department:	
Clinic/Hospital:	
Contact No:	
Email:	

Part II: Details Of Conference/Meeting	
Title:	
Organiser/ Sponsor:	
Venue/Country:	
Website Link:	
Meeting Date:	

Part VI: Budget Breakdown		
Sponsorship Items	Amount in SGD	Remarks (e.g. amount in foreign currency)
1. Return Airfare		
2. Accommodation		
3. Registration Fees		
4. Total Required Amount (Sum of item No. 1 – 3) • Do attach the copy of all the above quotation		
Part VII: Declaration		
<p>I confirm that the information furnished above is true and correct to the best of my knowledge and I will inform Heart Failure Society (Singapore) of any changes therein, immediately.</p> <p>Signature & Date:</p>		

Part VIII: Review and Approval by Education Subcommittee	
Date Application Received:	
Supported <input type="checkbox"/> Not Supported <input type="checkbox"/>	
Name of Subcommittee Representative:	
Signature & Date:	