

**Yorkshire EMDR Regional committee meeting  
'Policy on Bid Procedure for Regional Monies' (Ratified 28.4.14)**

**Preliminaries and the Yorkshire EMDR Regional Committee's responsibilities**

- 1** This policy relates to the establishment of a bid procedure for members of the Yorkshire EMDR Region (YER) to access YER funds for events meeting item 8i below, for the benefit of YER members and in line with the aims and objectives of the YER.
- 2** It is important to bear in mind that the YER Region is a constituent part of EMDR UK & Ireland Association, which is a registered charity. The Regional committee must therefore make transparent decisions concerning funding, requests for funding, and at all times be accountable to the National Board of EMDR UK & Ireland Association..
- 3** It is the Regional committee's express wish to see that access to YER monies is as equitable as possible. Monies will always be limited and a prime responsibility of the Regional committee is to manage funds responsibly.
- 4** With items 1 to 3 in mind, the Regional committee shall be responsible for:
  - i) The formation of the 'Policy on Bid Procedure for Regional Members'
  - ii) The periodic review of that Policy
  - iii) The decision making process for all bids received by the Regional committee.
  - iv) The communication of their decisions to the nominated bidder (see also item **9i**) and where bids have failed, the committee shall provide an explanation, if necessary in writing.
- 5** At the commencement of each year, the YER Treasurer shall advise the Regional Committee of the amount of monies that can be bid on for the following 12 months. (The Treasurer will arrive at this amount by consideration of expected expenditure for the following 12 month period, plus any other items which will, from time to time, arise such as those in item **6**). The Committee shall then consider the Treasurer's recommendation and confirm the amount of monies available.
- 6** This policy does not relate to decisions made by the Regional Committee concerning the financing of YER-wide CPD events (such as the evening CPD events or the Autumn Workshops, although the Treasurer will take these into account when proposing the amount of monies available in item **5**).
- 7** If monies allocated for bids are not used within the stated 12 month period, the YER Treasurer will notify the Regional committee and item **5** shall then reapply.

**Submission of bids**

- 8** Bids must be for the following purposes :
  - i) Events related directly or indirectly to the clinical use of EMDR or theoretical development of EMDR
- 9** Bids must include the following:
  - i) The Regional member responsible for making the bid (see also items **4iv**, **11** and **23**)
  - ii) The amount required and, where appropriate a breakdown, also the amount of other monies relating to the overall cost, the source of those monies and any guarantees of funding so related. See also item **17**. The YER Treasurer may also have specific requirements in individual cases, which must be complied with.
  - iii) A clear demonstration of 'need' amongst Regional members (Acceptable forms being the results of a survey, questionnaire, emails/letters etc. from individual members or as defined by the Regional committee)
  - iv) If awarded, or provisionally awarded, a CPD rating from the EMDR Association UK & Ireland Association
- 10** Bids for events which can be shown to attract CPD points from EMDR UK & Ireland Association will take precedence. (NB It is the bidder's responsibility to obtain the relevant CPD approval, or provisional approval, through the National EMDR Association.)
- 11** Only one bid from the same person will be permitted in a 12 month period commencing from January.

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- 12 All bids must be in writing (the 'bid letter') from the nominated Regional member (see item 9i). If that member is applying to another Region for all or part of the bid covering the same event, then this must be stated in the bid letter. (see also item 9ii)
- 13 All 'bid letters' for a given year must be submitted by 31<sup>st</sup> March (or at another date designated by the Regional committee) and must be sent to the Regional Secretary, preferably by email. (It is advised that all bids are made in plenty of time for the Regional committee to make relevant decisions including where there is a need to obtain further information so as to make a decision.
- 14 All bids must demonstrate to the Regional committee's satisfaction that a genuine need exists amongst Regional members – see also item 9iii. (It is strongly advised the need is clearly demonstrated in the bid letter, if this does not occur it will almost certainly delay any decision making).
- 15 As long as item 8i is met, then bids can be made to bring a speaker to a Regional or local event within the Region, pay for travel expenses, and reasonable additional expenditures which the Committee will decide upon, such as accommodation etc.
- 16 Bids will not normally be accepted to subsidise commercial trainings. The Regional committee cannot be responsible for underwriting commercial ventures. However, this rule can be overridden by the Regional committee, if a strong enough need has been demonstrated as part of the bid process **and** the event will attract CPD points awarded by EMDR UK & Ireland Association.
- 17 The amount being bid for must be stated clearly and how the amount of the bid has been arrived at.
- 18 If the bid is successful, the bidder will agree to provide the Regional Treasurer with an account of bid expenditure, receipts where available, and return the balance of any unspent monies (Further details can be obtained from the Regional Treasurer.)
- 19 All monies relating to, and generated by, the accepted bid must pass through the Regional accounts. Any profits, in line with the YER's parent's charity status, must be retained by YER for the future benefit of YER members.

**The bid process once a bid is received**

- 20 The Regional Secretary shall itemise all bids received on the next available committee agenda. (It is not the Regional Secretary's responsibility to establish that all paperwork is complete, merely to bring the bid to the committee meeting).
- 21 The bid will be considered by the committee for amount, need, CPD, and any other parameters the Regional committee shall deem appropriate.
- 22 A decision will be arrived at which is final. Under normal circumstances three decision options are possible: wholly successful, partially successful, or unsuccessful. The decision, and as appropriate, any explanations will be conveyed by the Regional Secretary to the nominated bidder following the decision making meeting.
- 23 In exceptional circumstances the bid outcome may be deferred. This is only likely to occur where the bid is part of a larger bid involving another Region. (NB. *Deferment will not occur where paperwork is merely incomplete*. In that instance, no decision will be made and the 'bid letter' will be returned to the member. However, it will mean that the nominated member will be unable to submit a further 'bid letter' until the following year – see item 11.
- 24 If appropriate, the Regional committee may co-opt a Regional member (not necessarily the nominated member that made the bid) to manage an accepted bid. This co-opted member may not vote to accept a bid in the first instance, but will have voting rights solely in relation to the accepted bid thereafter.
- 25 Successful bids will be evaluated to establish that the identified need has been met.