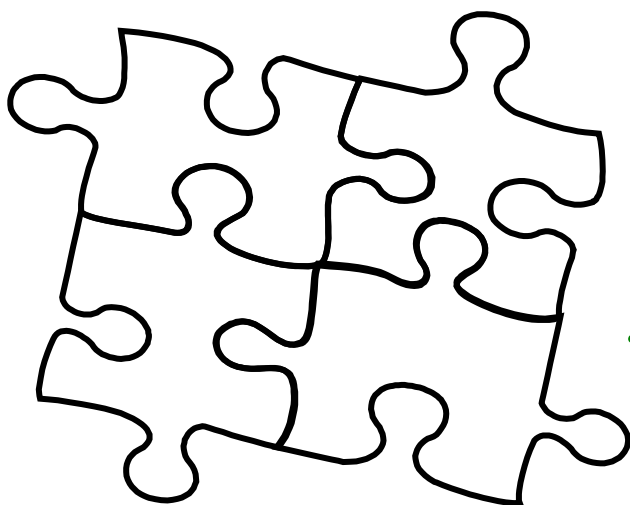


The **Methodist Church**



Darlington District



Helping you to fit
the pieces together

**BURSARY
APPLICATION
PACK**

NOTES FOR GUIDANCE ON BURSARY AWARDS FROM DISTRICT FUNDS

PLEASE NOTE: The District Bursary Awards are intended for the support of NON UNIFORMED YOUTH WORK and their staff. Uniformed Youth Organisations do have access to funding and training through their individual organisations. However, please see 1.iv) below.

1. General Considerations

District Bursaries are intended to help:

- i) in providing “one - off” financial support towards the cost of purchasing equipment for **NEW WORK** with children and young people. This includes Junior Church work.
- ii) in encouraging attendance at training conferences or courses for voluntary workers with children and young people. Such events can be at Circuit, District or National level.
- iii) in encouraging attendance at training conferences or courses for young people aged 13 to 25 years old. Such events can be at Circuit, District or National level.
- iv) other individuals or groups as determined suitable by the Elected Officers charged with over seeing the Bursary awards.

2. Criteria for applying for a Bursary

The following criteria **must be followed** to allow the Elected Officers to consider your application as quickly as possible.

- i) The application must fit into one of the categories identified in 1. General Considerations above. **NB: If you are applying under category iv) then it is advisable to contact the named person on page 3 of this booklet before you apply.**
- ii) All applications must be submitted BEFORE THE ACTIVITY is due to commence. Only in exceptional circumstances will retrospective applications be considered.
- iii) Each application must be completed on the official form supplied. There is a different form for an individual/group or equipment application.
- iv) A quotation showing provisional prices of equipment required must be attached to the application form **OR** an official programme must be attached to the application form if it is for a training conference or course.
- v) You should agree to submit a brief written report on your return from a training conference or course.

3. Other Important Information

**PLEASE READ THE FOLLOWING POINTS BEFORE
YOU
SUBMIT AN APPLICATION FOR A DISTRICT
BURSARY**

- a) District Bursaries are not intended to assist people in attending purely social events whether residential or not.
- b) The Bursary must be repaid if the purpose for which it is granted is not fulfilled.
- c) The individual or group applying must demonstrate that they have approached other appropriate bodies for financial support. e.g. Local church/circuit etc.
- d) An application for a Bursary must be submitted at least **TWO MONTHS** before the event is due to take place. For equipment, contact named person at end.
- e) The amount which may be granted will be subject to the following:
 - the total amount of money available for Bursaries in any one Connexional year
 - the number of other applications received
- g) Normally only **ONE APPLICATION** per individual or group will be considered per Connexional year. **1**
- h) Normally an individual or group may only apply for a Bursary for **TWO** successive years. **2**

4. Notes

- 1** The individual or group must be able to demonstrate how the second application differs from the first application and what benefits will be gained for the individual or group and how that will be used in the local situation.
- 2** It will be an exception for any individual or group to be granted a Bursary beyond two successive years, even if the successful Bursary in year one and year two were for different activities.

5. Funding Criteria

The Elected Officers will take the following into account when deciding on whether to grant a Bursary or not AND the level of financial support to be offered.

- a) If the individual or group has applied for a Bursary in the last three years
- b) the type of training conference or course [see below if the Bursary is for a *new initiative*]
- c) the benefit to the individual or group and the local situation
- d) evidence of seeking finance from other appropriate bodies
- e) **evidence of support from the local Church and Circuit.**
- f) Bursaries will usually be:
 - between 25% and 75% of the total cost for training conferences and courses. This may be extended up to 100% in the case of young people
 - up to 50% of the total cost of purchasing equipment, to a maximum of £250

NB: Although there are specific criteria that are applied to each application received and a process to be followed, the Elected Officers will

JUDGE EACH APPLICATION ON ITS INDIVIDUAL MERIT.

If you have any questions about applying for a Bursary then please contact:

**Mr Mark Bagnall T.O.
1 Cambridgeshire Drive, Belmont,
Durham DH1 2LS**

**0191 384 0864
mark-bagnall@btconnect.com**