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**Education & Skills Bursary Guidance sheet**

The Education Bursary Fund is for all recognised qualifications and courses and for school trips. If you are unsure if the course you wish to do fits into this category, please contact [grants@rewdt.org](mailto:grants@rewdt.org) or call the office on 01856 821229.

* Applications must be submitted and approved prior to any school trip, training event or course and prior to the date the funding is required. Applications must be submitted and approved and an offer letter from REWDT must be received by the applicant before expenditure is made.
* Our primary contact method will usually be by email so please ensure you print your email address clearly and correctly on the application form. If this method of contact doesn’t suit you, please let us know.
* The fund is only open to individuals.
* The bursary is open to all residents of REW. Applications for children in primary or secondary education should be made by their parent/guardian.
* Receipts/Invoices must be supplied by the applicant for payment to be made.

**Awards:**

* A maximum of £750 per resident, per financial year.
* Funding can cover up to 90% of the cost of any course or school trip, up to the maximum grant award of £750.
* For Adults only - An education related travel grant can also be applied for, to cover travel costs to and from the venue, up to a maximum of £100 per financial year. This is linked to the Bursary application but not necessarily dependent on it being awarded. You must be able to provide proof of enrolment/attendance on the course for the travel grant to be paid. Receipts will need to be provided. Proof of attendance on course may be requested.
* Please detail on the application form how the course will benefit you and/or others.

**What to expect once your application has been submitted**

* Once you have submitted your application you will receive confirmation that we have received it within 5 days from a member of REWDT staff. We may also request some more information from you at this stage, before being able to approve the grant funding. You will then receive notification of whether your application has been successful.
* If your application is successful and the grant is approved, you will receive an offer letter from REWDT, including Terms and Conditions relating to the grant award, within 7 days. Please read through this paperwork carefully and if happy to proceed with the grant award you will be asked to sign and return an acceptance form. If you need to discuss any of the offer letter or terms and conditions in further detail our Grants Administrator will be happy to talk this through with you.
* Once the acceptance form has been returned to the Trust office courses can be booked, and relevant expenditure can be made. On production of an Invoice or receipt, REWDT will either pay the course supplier directly or reimburse the funds to your bank account details, as indicated on your acceptance form.
* Receipts must also be retained and sent to us for any Education related travel grant awards to be reimbursed.

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**ROUSAY, EGILSAY & WYRE DEVELOPMENT TRUST**

**EDUCATION & SKILLS BURSARY APPLICATION FORM**

Rousay, Egilsay and Wyre Development Trust operate an Education & Skills Bursary Award Scheme which is open to applications from individuals who are resident on Rousay, Egilsay or Wyre.

**Education & Skills Bursaries** help with the costs of training & development courses, nationally recognised formal qualifications, any course run by Orkney College and school trips. This can cover up to 90% of the course or school trips costs only, up to a maximum of:

* £750.00 per applicant, per financial year for adults.
* The **cost of travel** to attend the course may also be applied for, up to a maximum of £100. This is linked to the Bursary application but not necessarily dependent on it being awarded. You must be able to provide proof of enrolment/attendance on the course for the travel grant to be paid.
* £750.00 per applicant, per financial year for those in primary or secondary education. The Bursary award can also cover up to 90% of school trip costs per individual, up to the maximum £750 grant award. Please note however, there is no separate £100 travel fund option available on the award for children
* Applications must be submitted and approved before expenditure is made.
* Once applications have been approved, the applicant can book the course. Subsequently, funding will be made to the applicant’s bank account or directly to the course provider on production of a receipt or invoice.
* Should the applicant move from the islands of Rousay, Egilsay or Wyre within 12 months of the bursary award date, the full amount of the bursary paid out must be reimbursed to REWDT.

Please indicate by ticking 1 box whether you are applying for:

EDUCATION GRANT ONLY: EDUCATION GRANT WITH TRAVEL: TRAVEL ONLY:

PLEASE PRINT YOUR ANSWERS CLEARLY:

|  |  |
| --- | --- |
| **Applicant Name**: |  |
| **Address:** |  |
| **Tel No:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Name of course/qualification**: |  |
| **Name of course provider:** |  |
| **Course start date:** |  |
| **Full cost of Course:** |  |
| **How much you are applying for from REWDT? (maximum of 90% of course fees or school trip costs, up to a maximum of £750)** |  |
| **Cost of travel (if applicable and for Adults only):** |  |
| **How will you benefit from this course/qualification/school trip?** |  |

If your application is successful, you will receive an offer letter, which includes an acceptance form, which should be signed and returned to the office at the address below. Bursary awards can be made directly to the training provider or into the applicant’s bank account on production of a receipt or invoice (these will be requested on the acceptance form if your application is successful). Travel only grants will require proof of course enrolment.

Successful applicants are requested to start drawing down the funds within 3 months of their acceptance. Please inform the office is there is going to be a delay.

Applications must be submitted before commitment to the course is made, at least 14 days before enrolment and at least 14 days before course payment is due.

**Declaration by Applicant: By completing this form, I agree for my personal data to be held for use in connection with this grant, until the grant is closed either by completion, ineligibility or because I no longer wish to proceed with the application (please let us know). I also give permission for my details to be shared with course leaders/organisers. By signing this application, I declare that the information I have given is complete & accurate and I confirm there has been no expenditure in relation to this application prior to it being submitted.**

|  |  |
| --- | --- |
| **Signature:** | |
| **Name:** |  |
| **Signed:** | **Date:** |

Please return the completed form to: REWDT, Pier Cabin, Rousay, KW17 2PU or [grants@rewdt.org](mailto:grants@rewdt.org).