 **Education & Skills Bursary Application Form**

Rousay, Egilsay & Wyre Development Trust operate an Education & Skills Bursary Award Scheme which is open to applications from individuals who are resident on Rousay, Egilsay & Wyre to help with the costs of training & development courses, nationally recognised formal qualifications and school trips. This can cover:

* up to 90% of the course fees (£750 maximum) for adults or up to 90% of course fees or school trip costs (£750 maximum) for primary/secondary school pupils, per financial year
* The **cost of travel** to attend the course off island (£100 maximum)
* The **cost of accommodation** to attend the course off-island (£100 maximum)
* Travel and accommodation grants only given on receipt of proof of course enrolment and attendance
* Applications must be submitted and approved before expenditure is made
* Should the applicant move from REW within twelve months of the bursary award date, the full amount paid out must be reimbursed to REWDT

Please indicate by ticking the relevant boxes whether you are applying for:

Education Bursary Travel Grant Accommodation Grant

Please print your answers clearly:

|  |  |
| --- | --- |
| Applicant Name: |  |
| Address: |  |
| Phone Number: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Course Name: |  |
| Course Provider: |  |
| Course Start Date: |  |
| Full cost of Course: | **£** |
| How much are you 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) | **£** |
| Cost of accommodation: (if applicable) | **£** |
| How will you benefit from this course/school trip:  |  |
| How will the wider community benefit from your completion of this course/school trip:(if applicable) |  |

If your application is successful, you will receive an offer letter, terms and conditions and an acceptance form, which should be signed and returned to the office at the address below. Expenditure for the course, accommodation and travel should only be made once the grant has been accepted.

Bursary awards can be made directly to the training provider or into the applicant’s bank account on production of an invoice or receipt. Travel and accommodation only grants will require proof of course enrolment.

Applications must be made at least 14 days before course payment is due.

**Declaration by applicant**

**I confirm that the information I have given on this form is true and complete, that I am a permanent resident on Rousay, Egilsay, or Wyre and that no expenditure has been made 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

By completing this form and submitting it to REWDT you are consenting to this form and the data within, to be held, processed and stored by REWDT in order for REWDT to fulfil its functions as a community development trust Any personal data will be used by the REWDT for the administration of the grant scheme. Your personal data shall be retained for the period necessary for REWDT to administer the grant scheme and to ensure compliance with its terms. You will have the right to request access to and rectification/erasure of any personal data relating to you which is held by REWDT.