

Bursary Scheme Application Guidance

Thank you for your interest in the Allenton Big Local Bursary Scheme. Our aim is to make the application form as easy as possible to complete. However, if you have any difficulties completing the form or need any further information, please email the Allenton Big Local Coordinator who can help you complete your application (email info@biglocalallenton.co.uk).

The Bursary Scheme

The Bursary Scheme is a small grants fund available to individuals based in the Allenton Big Local area. The aim of the scheme is to assist people who are living in the area who are facing barriers to employment, further education or training.

Eligible residents can apply for support to help them get back into work, or enable them to access education, training and learning opportunities to improve their career prospects. In some circumstances we will consider supporting the cost of work wear and work clothing as part of your application. A limit of £1,000 per applicant will apply in each academic year. This will be made up of a maximum of £500 for course fees, training costs, exam or test fees. If you are applying for support with the cost of lessons to learn a new skill (such as driving) or work clothing, any funding awarded will be at the discretion of the Bursary Scheme panel and subject to a maximum of £250 only (this amount will form part of the overall £500 upper limit available for course/training/learning fees).

In addition, those with caring responsibilities can apply for up to £500 for childcare/adult care or other reasonable expenses (in addition to the support offered towards course/learning fees). These costs must be incurred as a direct result of attending the educational or training course we are supporting.

Funds will be paid directly to the course or learning provider or care provider on receipt of an invoice. Please note that no money will be paid directly to individual applicants.

A limit of £1,000 per applicant will apply in any one academic year (£500 course fees, plus £500 for childcare/adult care if applicable).

Who can apply?

Applicants must be aged 16 or over and live in the Allenton Big Local area. A map of the area and a copy of the Big Local plan can be found at www.biglocalallenton.co.uk/map. The funds will be paid directly to the training provider or educational/learning establishment that delivers the chosen course of study. Any support for childcare or adult care will be paid directly to the registered childminder, day nursery or care service provider upon receipt of an invoice. Any other reasonable expenses applied for will be considered and administered on a case by case basis.

How to apply

- You can download the application form from our website at www.biglocalallenton.co.uk/bursary or email info@biglocalallenton.co.uk to request a copy to be sent by email.
- Completed forms will need to be signed and posted to Allenton Big Local, c/o The Enthusiasm Trust, 123 Hawthorn Street, Allenton, Derby, DE24 8BB or emailed to info@biglocalallenton.co.uk.
- Email applications will be accepted, but a signed hard copy **must** also be submitted, before any funding can be approved. Please complete all sections on the application form.

Application Process

You can apply for funding from the Bursary Scheme at any time of year. All applications will be considered by the Bursary Scheme Panel who will make recommendations to the Allenton Big Local

Partnership Board, the decision making body for the Big Local Trust which is responsible for governance and allocation of funding.

Once an application has been received we may contact applicants to request further information before making a decision. A decision will be made within 8 weeks of receiving the application. If you are applying for funding for a course that will start sooner, please mention this in your covering email/letter and we will do our best to consider the application in advance of the start date.

The Bursary Scheme is subject to a limited budget in each financial year. Funds will be allocated on a first come, first served basis. If all of the funding is allocated before the end of the financial year, no further applications will be considered until the beginning of the next financial year (which begins on 1 April).

Each application will be considered on its own merits and bursary funds will be awarded based on the information provided in each application.

Applicants will be contacted by email to let them know whether their application has been successful. The decision of the Allenton Big Local Partnership Group is final.

Funding criteria

- Applicants must be aged 16 or over and live in the Allenton Big Local area.
- Applicants can apply more than once during any one academic year, but the total funding available to any one person will not exceed the upper limit of £1,000 (up to £500 for course fees (of which a maximum of £250 can be awarded for work wear/work clothing, or skill based lessons such as driving lessons), plus £500 for childcare/adult care where applicable.
- Successful applicants will be required to provide feedback on how they have benefited from the award. They may be asked by the panel to submit a photograph, attend the Allenton Big Local AGM, or take part in a photo opportunity.
- For further information on Big Local Trust or the application process, please contact:

Allenton Big Local Coordinator

- By e-mail: info@biglocalallenton.co.uk
- By post: Allenton Big Local
c/o The Enthusiasm Trust,
123 Hawthorn Street, Allenton, Derby, DE24 8BB

This process will be reviewed and could be subject to change.