



OFFICE USE ONLY			
Vol. ID			
Postcode		IMD score	
Date received			
Approved 1			
Approved 2			
Approved 3			

CONFIDENTIAL

Access Fund Bursary Application

SECTION 1) TO BE COMPLETED BY CANDIDATE

Your details

Name		School	
Tel No	Daytime:	1st Country listed on your offer letter	
	Mob:		
e-mail			

Why are you requesting assistance from our Access Fund? (Tick all that apply)

Low income family

Parents/Guardians or siblings living with a disability

You are a carer

Health reasons

Lack of parental support

Lack of community support

You are in local authority care or are a care leaver (please ignore section 2)

Other special circumstances

Please expand on the above reason(s) for requesting support and how this will have an impact on your ability to fundraise over the months ahead (attach extra pages if necessary):

Please state your motivation for going overseas as a Volunteer with Project Trust, and what you hope to gain from the experience (attach extra pages if necessary):

Please provide an outline of your fundraising plan and total raised so far. Please include details of events which you have already held, as well as future events (attach extra pages if necessary):

SECTION 2) TO BE COMPLETED BY PARENTS/GUARDIANS (In cases of separation - both parents will usually be assessed unless there is evidence that it would not be reasonable to do so)

Are you able to provide details for a second Parent/Guardian?

If no, please provide further details:

Your details

	Parents/Guardians 1	Parents/Guardians 2
Title		
Name		
Address		
Occupation		
Name of Employer		
Daytime Tel.		
Mobile		

Your finances

Income	Parents/Guardians 1	Parents/Guardians 2
Gross salary		
Social Security Benefits	Type:	Type:
	Amount per annum:	Amount per annum:
Any other income (not included in above)	Type:	Type:
	Amount per annum:	Amount per annum:
Outgoings		
Rent or Mortgage payments		
Council Tax		
Loan repayments (e.g. car loan)		
Other significant outgoings		

SECTION 3) VERIFICATION

I have included the following **essential documentation** as evidence to support my application:

Copy of bank statements from previous two months or simple income and expenditure

I have also included the following as evidence to support my application (tick all that apply):

Copy of any Benefits received

Copy of two most recent payslips

Supporting letter from professional (e.g. Head Teacher, Health Worker, Social Worker)

Other, please specify

Declaration of Applicant

- I have answered all questions applicable and all information provided is true and complete in every respect.
- I have read and understood the Access Fund policy (see below).

SIGNATURE

DATE

Return to

Postal: Fundraising, Project Trust, Hebridean Centre, Isle of Coll, PA78 6TE.

Email: fundraising@projecttrust.org.uk

Project Trust Access Fund Policy

1. Accessibility

Project Trust aims to make our volunteering experience **accessible**.

We have an Access Fund available to young people from the UK whose circumstances would make it difficult to reach the full fundraising target. This support can be known as a bursary and may be awarded in the form of a discount of up to 50% of the fundraising targets (approximately £3,500 of the 12 month target), depending on the circumstances of each applicant.

Project Trust's dedicated Volunteer Fundraising Support Team work with Volunteers to help them to reach their fundraising targets. Project Trust believes that supporting Volunteers to raise a significant amount is important as it allows them to develop skills and have a sense of ownership and commitment to their experience. Project Trusts' Support Team work with each Volunteer to help them plan their fundraising, including:

- Approaching local and regional Trusts that can provide funding.
- Planning fundraising events and getting publicity for what they are doing
- Maximising every opportunity in the calendar year.

2. Eligibility

- You have attended a Selection Course, been offered a placement overseas, and have confirmed your acceptance of that place.
- You fit the Project Trust application criteria, e.g. you are a UK national aged 17 – 25 years.

3. Criteria for support from the Access Fund

- Your household income for parents/guardians is below £35,000 (NET) (in cases of separation - both parents will usually be assessed unless there is evidence that it would not be reasonable to do so)
- Your parents/guardians receive Income Support or Universal Credit
- Your parents/guardians are disabled and get Employment and Support Allowance (ESA) or Disability Living Allowance (DLA)
- You receive an Education Maintenance Allowance (EMA – applicable in Scotland) and/or you are entitled to free school meals
- You are in care or a care leaver
- Definable lack of social capital (lack of support from family and local community).
- You are living in one of the country's most deprived areas (defined by Index of Multiple Deprivation)
- You are living with a disability (Volunteer OR immediate family member has a disability)
- You are a carer
- Other special circumstances supported by a letter from a professional (e.g. Head Teacher, Health worker, Social Worker).

4. The Application Process

Bursaries are awarded at the discretion of the Bursary Panel. The current panel will consist of Peter Wilson (Volunteer & Schools Engagement Manager), Heloise Allan (Development Director), Sheila McNeil (Head of Finance), Fra MacIntyre (International Programme Manager) and Tom Chambers (Volunteer Fundraising Coordinator). Three out of five of the panel must be available to review applications. The final decision will be taken by the Chief Executive.

Step one: Parents/Guardians seeking a bursary for their son/daughter are required to complete an application form that establishes the financial circumstances of the household and outlines their case for financial assistance. The application, which requests details of

income and capital must be accompanied by documentary evidence. Applicants in care or care leavers may provide a letter from their social worker or equivalent explaining their circumstances.

Step two: The completed application, together with the necessary documentary evidence, are to be submitted to Project Trust by post or email. All information will be treated as strictly confidential.

Step three: The Bursary Panel will meet to assess applications/additional information in order to establish the likely level of support which will be required in order to allow the Volunteer to go overseas. The panel prepares a recommendation of support for approval by the Head of Finance.

Step four: Following the Bursary Panel meeting the Volunteer and their parents/guardians are advised whether they will be offered bursary support and the amount.

Step five: Funding will only be fully awarded on completion of pre-departure Training.

5. Withdrawal of the Bursary offer

The bursary may be withdrawn by written notice sent to a Volunteer and parent/guardian/other if, in the opinion of Project Trust, the Volunteer or a parent/guardian/other has:

- Not met specified fundraising targets by specified dates or communicated adequately as to why not.
- Acted in a way that Project Trust considers to be inconsistent with the receipt of a bursary.

6. Confidentiality

Project Trust respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

7. Repayment of the Bursary

The parent(s)/guardians will be required to repay all or part of the bursary if it is terminated in the following circumstances:

- a. If parents/guardians have knowingly or recklessly provided false or inaccurate information.
- b. If the Volunteers has been found to seriously breach the Volunteer Charter.

8. Conditions on the award of Financial Assistance

Where any financial assistance has been awarded, the recipient will be asked by Project Trust to contribute to promotional material; write and/or present to donors, Trusts and partner organisations; or take part in research as part of ongoing monitoring and evaluation of the impact of such awards.