



Bournemouth CVS Bursary Scheme for Children and Young People's Organisations

Bursary Guidelines

Bournemouth Council for Voluntary Service (CVS) has established a bursary scheme in order to fund voluntary and community organisations working with children and/or young people in Bournemouth attend training courses. Funding to provide the bursary scheme has come from the Children's Workforce Development Council via Bournemouth Borough Council. The bursary scheme can be used to fund either paid staff or volunteers (including committee members/trustees) from these organisations to attend any training course which would benefit that organisation i.e. the course does not specifically have to be about children and young people's issues. Bournemouth CVS will reimburse an organisation all or part of the cost of a course dependant on that organisations income. The bursary scheme will be available on a first come first served basis and will continue to be offered to groups until all the funds are used up. Bournemouth CVS will initially be offering the bursary scheme to cover a maximum of two participants per course.

Criteria for applications

- Organisations must be voluntary/community organisations
- Organisations must work with children and/or young people in Bournemouth.
- Staff/volunteers attending training funded by the bursary scheme must themselves work in Bournemouth with children and/or young people.
- The bursary scheme will provide up to £200/day plus travel (2nd class return tickets or 45p per mile).
- Applicants should be aged 18 or over.

Application process

- Applications must be submitted on the official form attached. Once complete the application form should be returned to Children and Young People's Bursary Scheme, Bournemouth CVS, Boscombe Link, 3-5 Palmerston Road, Bournemouth, BH1 4HN.
- Applicants need to have signed approval from their Line Manager or Management Committee.
- Organisations will be asked to provide copies of bank statements or annual accounts to show annual income. New groups without income /

bank account should explain on the form why this information is unavailable.

- Organisations will also be asked to provide a copy of their constitution or other governing document if they are not a registered charity or CIC.
- Bournemouth CVS will assess applications as they are submitted and will aim to provide a response to groups via email within 48 hours of application however it may take up to 8 working days to respond.
- If Bournemouth CVS agrees to fund all or part of a course place delegates are asked to pay for the course directly with the course provider. Payment can then only be made once the delegate has completed the course and a copy of the certificate of attendance and copies of invoices have been submitted to Bournemouth CVS.
- Payment will be made to the organisation sending the delegate on the course rather than to individual delegates.
- If your organisation does not have the means to pay for a course without the bursary scheme please do not make any bookings for courses without prior agreement from Bournemouth CVS. In exceptional circumstances Bournemouth CVS may be able to make a payment directly to a course provider. However, in the event of non-attendance without reasonable justification participants will be charged at full cost.

What portion of my training course will Bournemouth CVS cover?

We will contribute up to a maximum of £200/day plus travel

AND

Organisations with no paid staff and an income under £20,000 per annum are eligible for funding to pay for 100% of the course fee.

Organisations with an income of up to £100,000 per annum are eligible for funding to pay for 80% of the course fee.

Organisations with an income of over £100,000 per annum are eligible for funding to pay for 50% of the course fee.

If you require any further information or advice on completing the form please speak to Steve Place on 01202 466130 or email steve.place@bournemouthcvs.org.uk

Bournemouth Council for Voluntary Service

Boscombe Link, 3-5 Palmerston Road, Bournemouth BH1 4HN

01202 466130

contactus@bournemouthcvs.org.uk

www.bournemouthcvs.org.uk

Registered charity No. 1081381

Company registered in England & Wales No. 4024662



Training Bursary Application Form

Please complete this form attaching proof of income and governing document as requested

DETAILS OF ORGANISATION

Name of organisation:
Address of organisation:
Telephone number:

DETAILS OF TRAINING APPLICANT (Up to 2 delegates per course – please enclose a separate sheet per applicant)

Name:
Role/job title:
Email address:

FUNDING

How much funding has your organisation received in the last year?
Please attach proof - either a copy of your latest accounts or a copy of your bank statements covering the last 12 months.

STATUS OF ORGANISATION

Are you a registered charity or CIC?	Y/N
If Y please give us your registration number:	
If N has your organisation got a constitution or other governing document?	Y/N
If Y , please attach a copy. If N , we will be in touch about it	

TRAINING DETAILS

Course title:		
Date(s) of course:		
Duration of course:		
Venue:		
Training provider:		
Course fee:	Amount requested:	Approximate travel costs if appropriate:

SIGNATURES

Signature of applicant:	Date:
Signature of Line Manager:	Date:
Name of Line Manager:	

Please send completed forms to:

Children and Young People's Bursary Scheme,
Bournemouth CVS,
Boscombe Link,
3-5 Palmerston Road,
Bournemouth,
BH1 4HN.

Bournemouth Council for Voluntary Service Boscombe Link, 3-5 Palmerston Road, Bournemouth BH1 4HN 01202 466130 contactus@bournemouthcvs.org.uk www.bournemouthcvs.org.uk Registered charity No. 1081381 Company registered in England & Wales No. 4024662
--