

bursaryform

Complete one form per person (please photocopy).

If your organisation receives less than £20,000 per year income, please use this bursary form to receive a free place on your chosen course. Send this form directly to the organisation you are booking the place with, eg, VA-L, Feel Good Factor, Leeds Voice etc.

Training Course

Date

Venue

Name _____

Organisation _____

Address _____

_____ Postcode _____

Tel. No.(w) _____ Tel. No.(m) _____

Email _____

Would you prefer to be contacted by:

Tel. No. (w) Tel. No.(m) Email

Income of Organisation £.....

Do not send in bursary applications without supporting evidence

Examples of this could be:

- Annual Accounts (Annual Report)
 - Companies House information
 - Charities Commission information - go to www.charity-commission.gov.uk
- I have enclosed my £10 refundable deposit (made payable to the relevant training organisation)
- I have enclosed my proof of income supporting evidence.

Rules of application for bursary

All applications must be sent to the organisation with whom you are booking the course.

All bursary applications must be supported by some evidence to show your organisation has up to £20k income a year – this could be copy accounts, copy bank statements or a supporting letter from a development worker who knows your group if you do not yet have financial statements.

If you are applying for a bursary we require a £10 booking deposit to be sent with the form. This will be used to secure your place and you will have this returned to you in full on confirmed attendance at the course.

Should you not be able to attend for any reason (i.e. illness, or other circumstances) please let us know as soon as you are able. Non communication or non attendance will result in the returnable deposit being kept. Only in unavoidable circumstances will we return your deposit for non attendance and this is to be at the discretion of the organisation hosting the training.