



How Do I Apply?

Please complete the attached form and return it to;

Kathryn Nethercott,
Bursary Fund,
Family Matters Institute
Moggerhanger Park
Moggerhanger
Bedfordshire
MK44 3RW

The form can also be downloaded from our website
www.familymatters.org.uk/wsppbeds.html

If you would like to discuss your application or would like more information please contact,

Kathryn Nethercott

Email family@familymatters.org.uk
Tel 01767 641002
www.familymatters.org.uk

Whilst this project was funded by CWDC, the views and experiences expressed in this document are those of the individual research policies and are not necessarily opinions or policies endorsed by CWDC.



Career Development Bursaries for Voluntary Sector Staff and Volunteers working with Children, Young People and Families.

Do you work or volunteer with children, for a voluntary organisation in Bedfordshire?

Do you work with or provide services to children, young people and their families?

Would you or your organisation like to access financial support either for travel, training or workshops?

If you have answered yes to the questions above you could be eligible to apply for a bursary to cover the cost of the course and expenses (whether they are for travel or to pay outright for the training course).

How Does the Bursary Work?

The bursary fund is being managed by the Family Matters Institute as part of the Workforce Strategy Partners Programme, funded by the CWDC. This fund is designed to cover training courses or travel expenses for voluntary sector staff and volunteers and an amount of up to £200 (per day of training), can be awarded to an organisation or individual to enable staff or volunteer to access training (subject to availability of funds).

The bursary can be applied for at any time before the date of the training course and retrospective applications for refund of training costs can also be considered for a period of up to 3 months. If the application is accepted the funds will be paid directly to the training provider, or can be reimbursed to the individual or organisation on production of receipts.

The bursary can be used for one off training days, for accredited training courses or for travel expenses, childcare or backfill staff.



Am I Eligible?

In order to be eligible applicants must adhere to the following:

- The training course to be attended will need to develop the key skills and knowledge requirements for working with children, young people and their families.*
- Evidence for the training to be attended must be provided with the application.*
- Successful applicants must provide a copy of their attendance/accreditation certificate once the training is completed.*
- If for any reason the successful applicant does not attend the training course then the bursary must be refunded to the Family Matters Institute, unless evidence can be provided of an alternative date for training, within 6 months of the original training date.*
- Applications must be endorsed by your line manager or senior worker of a voluntary sector organisation, the applicant is either working or volunteers regularly for.*
- A feedback sheet should be completed and returned to The Family Matters Institute within 3 months of completing the training course, (copy enclosed).*

Applications will be considered from any individual or organisation within the Voluntary Sector that would benefit from additional funding towards costs. Applications will be considered if they do not exactly meet the criteria, and may be awarded if it is decided that it would be of benefit to the Children, Young People and their Families involved. Awards will only be made subject to availability of funds, and only one application can be made per person per year, with a maximum of two individuals per organisation. The fund managers reserve the right to refuse and application without reason.

Applicants Name:		
Organisation:	Charity No.	
Organisation Address:		
Postcode:		
Tel No:	Fax No:	
Email Address:		
Employment Status: Full Time / Part Time / Volunteer / Other		
Name of Line Manager / Volunteer Coordinator:		
Training/Event/Conference ¹ :	Date:	
Cost of Course:		
Venue:		
Amount Applying For:		
Have you already paid for this training?(Please Circle) ²	Yes	No
Signature of Applicant: (I agree to abide by the conditions set out in the "Am I eligible " section of the information booklet)		
Signature & Endorsement of Line Manager: (I confirm that the named applicant is working/volunteering for the named organisation and that they will attend the course applied for).		

¹ Please attach supporting information on the course e.g. flyer, booking form

² The Family Matters Institute will reimburse part or all of the cost if the training course and applicant are found to be eligible.