

Criteria for Dorset Community Foundation Bursary Scheme

Funding Principles	
The overall aim is to transform the lives of the most disadvantaged young people in Dorset helping them to fulfill their potential through vocational and apprenticeship programmes.	1
The main priority is to eliminate the gap between those from deprived backgrounds and those from more affluent backgrounds.	2
We want to ensure that every young person has the same opportunities to participate and benefit from a place in further education, skills and training.	3
We want to help reach those who do not meet the eligibility criteria set by the government.	4
Funding is to support vocational (job-related) courses and traineeships only.	5
Funding will NOT support applications where the course that applicants require funding for is at the same academic level (NQF) as a course they have previously completed.	6
Applicant Eligibility	
The Fund is open to individuals who wish to study a vocational programme or a traineeship and are one of the following: in receipt of income support; have caring responsibilities for other members of their family; live on a family income of less than £21,000; disabled young people, care leavers or cared for young people.	7
The Fund is open primarily to young people aged 16 – 21 years (inclusive). However, applications from individuals (22+) may be considered.	8
Funding for course fees is ineligible.	9
Applicants must evidence financial need.	10
Applicants must be supported/approved by an educational or training course provider.	11
Applicants must have lived in Dorset for a minimum of 3 years.	12
Students will be expected to provide a short case study detailing their progress and achievements at regular intervals throughout their course.	13
The study/training must start within 2 months of grant offer.	14
General	
Students must apply directly through their chosen course provider.	15
Grants may be given towards travel costs, IT equipment and software, study trips, special equipment, special clothing and books.	16
Grant award payments will usually be made directly to the course provider NOT to the individual.	17
Grant Award payments paid directly to students are based on a pre-agreed quote (web link to item may be sufficient) and receipts must be provided to DCF after purchase or we reserve the right to request the return of funds.	18
Grants will be awarded up to the value of £1,000.	19
Funding can run for up to 24 months. Those who received first year funding, must re-apply for second year funding. These second year applications will be considered a high priority for funding.	20
The Fund, awards made from it and project successes will be publicised.	21

Guidance Notes for Applicants - please read carefully before you apply to us for funding

<ul style="list-style-type: none">• Our Bursary Scheme currently applies to students attending vocational courses at Weymouth, Kingston Maurward, Brockenhurst and Bournemouth and Poole Colleges.
<ul style="list-style-type: none">• If you need financial support to attend and take part in you studies you must first contact the Student Welfare Officer at your chosen college to see if you are eligible for any funding they have available. If you are not eligible for their funding or you need additional financial help they will suggest you apply to the Dorset Community Foundation Bursary and complete our application form which can be downloaded from our website when the fund is open for applications.
<ul style="list-style-type: none">• Please make sure you complete sections 1-4 of the form. After we have received your form we will contact the college and they will complete section 5.
<ul style="list-style-type: none">• Your application will be submitted to our Education Grants Panel so it is very important that you complete the relevant sections of the form and tell us why what difference the grant will make to you. If you need equipment please let us know why. This is especially important is you are requesting funding for laptops/tablets.
<ul style="list-style-type: none">• It is very important that you tick the box to say that you are happy to for Dorset Community Foundation and the College to share information about your application.
<ul style="list-style-type: none">• You must email us the completed application by noon on 30/09/2016. The email address is grants@dorsetcf.org.
<ul style="list-style-type: none">• Following the grants panel you will receive a letter letting you know if you have been awarded a grant.
<ul style="list-style-type: none">• If you are successful the award will be conditional on your taking up the place at the college and the funds will not be released until we have this confirmation. You will also be required to sign our terms and conditions and we will ask for a short progress report in February 2017 and you will also need to fill in an end of grant form in May 2017.
<ul style="list-style-type: none">• For grants paid to the college the Student Welfare Officer will be able to tell you when your travel passes/equipment etc. will be available.

Quick checklist...

<p>1) Before you apply - have you been in contact with the Student Welfare Officer about the college bursary scheme and made sure they have the information to assess your financial circumstances?</p>
<p>2) When applying - have you completed sections 1-4 of the application form including the Why you need a grant section and ticked that you are happy for this information to be shared between Dorset Community Foundation and the College?</p>

If you are unsure about whether you are eligible to apply or have a query about the application process, please contact the Foundation on 01202 670815 or email grants@dorsetcf.org

Good luck with your application!