

**DCF Bursary Application Form 2020/21**

**Important information**

**All students should apply for a college bursary first, before applying for a DCF Bursary. The college will complete a financial assessment of household income, which will be shared with us. If you are ineligible for a college bursary please request that the college still completes a financial assessment to share with DCF.**

**Please read the DCF Bursary Criteria and Guidance before completing your application:** [**http://www.dorsetcommunityfoundation.org/funds/dcf-bursary-scheme/**](http://www.dorsetcommunityfoundation.org/funds/dcf-bursary-scheme/)

**Students should complete the form themselves unless they have difficulties with writing or other needs, in which case a parent/guardian may assist**

**1 Personal details**

First Name: Click here to enter text.

Last Name: Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Home telephone: Click here to enter text.

Mobile telephone: Click here to enter text.

Email address: Click here to enter text.

Date of Birth: Click here to enter text.

Who do you live with? (e.g. parents/guardian, number of siblings, living with partner or college accommodation)

* Click here to enter text.

**2 College and Course**

Name of College: Click here to enter text.

Title of Course (please include the level): Click here to enter text.

Name of Course Tutor: Click here to enter text.

**3 Bursary request**

**Travel Costs:**

Amount: Click here to enter text.

Description: Click here to enter text.

* *Please tell us what method of transport e.g. college provided bus*
* *If your course is offered by a closer college, please tell us why you have chosen to travel further*

**Laptop requests:**

Description: Click here to enter text.

* *Please tell us why you need a laptop in relation to your personal circumstances.*
* *If your course requires a laptop with specific spec or software please describe what you need and why*

**Study Trips:**

Amount: Click here to enter text.

Description: Click here to enter text.

* *Please tell us where you will be visiting and what you will learn*

**Special Equipment/Clothing:**

Amount: Click here to enter text.

Description: Click here to enter text.

* *Please specify the item/s, where you intend to purchase them, and how much each item will cost – if possible include a website link*
* *Expensive branded items are likely to be disregarded in favour of cheaper alternatives*

**Meals at college:**

Number of days a week you are required to attend college:

Click here to enter text.

**Other:**

Amount: Click here to enter text.

Description: Click here to enter text.

**5 Required Information**

It is helpful for the Panel to understand your personal circumstances and any difficulties you may be experiencing. Please tell us why you need a bursary and how a bursary could make a difference to you, your studies and your family?

Click here to enter text.

Tell us why you have chosen this course – Has someone inspired you? What are your career aspirations?

Click here to enter text.

**5 Agreements**

**I agree that the Dorset Community Foundation can process and retain the information provided in this application in accordance with the General Data Protection Regulation (GDPR), and can share information relating to my application with relevant Officers at the College where I intend to study and with the DCF panel, who make award decisions and are subject to a confidentiality agreement.**

**I agree that if I am awarded a bursary from Dorset Community Foundation (DCF) the award is subject to the following Terms and Conditions.**

1. The funds can only be spent as stated in the grant application and for no other purpose.

2. If I receive a direct payment to purchase an item described in my application, I must provide copies of receipt/s on request.

3. I must inform DCF of any unspent funds remaining after the end of the course, which must be returned to DCF.

4. I must provide feedback to DCF at the end of the Summer Term, about how the bursary has helped.

5. DCF will use the information in my application form and subsequent feedback, to publicise the scheme and communicate with donors, unless I make a request for my information not to be used.

6. DCF is not liable for any contingency involving property or activities towards which funds have contributed.

7. If purchasing a laptop as part of my bursary, DCF will share my name and address with the company from whom the laptop is purchased, who have agreed not to share or use my data for marketing purposes.

8. If I stop attending college or fail to comply with any of the above term or condition DCF retains the right to reclaim the grant either in whole or in part.

 **YOU MUST print your name and the data below as an electronic signature that you agree to the above.**

 Student name: Click here to enter text.

 Date: Click here to enter text.

 **For students under 18 years of age**

 Name of Parent/Guardian/Carer: Click here to enter text.

 Date: Click here to enter text.

**We may wish to contact you about opportunities or events that might be of interest to you. If you are happy for us to contact you please complete the below, to indicate your consent and preferred contact methods:**

Email address: Click here to enter text.

Post: Click here to enter text.

Telephone: Click here to enter text.

**For details on how we store/share your information see our Privacy Policy:** [**www.dorsetcommunityfoundation.org**](http://www.dorsetcommunityfoundation.org)

**You are free to change your contact preferences at any time by emailing** **admin@dorsetcf.org** **or phoning 01202 670815**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please now save this application as ‘your-name-bursary-application’ and email it to Dorset Community Foundation at** **grants@dorsetcf.org** **who will contact your college for the information below.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the College Student Welfare Officer**

**Please complete the following section to confirm eligibility and the financial circumstances of the applicant.**

1. Net Annual Household Income: Click here to enter text.
2. Amount awarded by college bursary and what this will cover: Click here to enter text.
3. Where known, please confirm that the amounts requested are correct and provide any corrections as necessary: Click here to enter text.
4. Where study trips have been requested please confirm this is essential to the course and provide any detail you have: Click here to enter text.
5. Any other information relevant to the application: Click here to enter text.