



**HORSHADER COMMUNITY DEVELOPMENT TRUST - TRAINING AND BURSARY APPLICATION FORM**

Horshader Community Development Trust (the Trust) has a Bursary Scheme which is open to applications from individuals from the Shawbost, Dalbeag and Dalmore area, to provide assistance with the training costs of vocational courses, development courses (including driving lessons) or for professional qualifications.

Bursary awards will normally be up to £2000.00 per applicant per financial year for the costs of training only, and is dependent on the number of applications and the value of awards already granted during the year.

A Bursary Award made for courses which span a number of years is awarded for that academic year only. Applications can be made for Bursary support for subsequent years, but applicants must appreciate that this does not necessarily mean an award will be made during subsequent years.

**Applicants name:** .....

**Home address:** .....

**DOB:** ..... **Tel No:** .....

**Email:** .....

**Course applied for:** .....

**Location:** .....

**Where applicable give cost of course:** .....

**Please enclose a copy of acceptance letter/proof of acceptance or any other details.**

**Any other details**.....

**Please confirm that you are willing to provide the community service to Horshader Trust in line with point 16 of the Bursary Terms & Conditions**.....

**Once an application has been approved, grants will normally be paid out by BACS. So please provide your Bank details.**

**Bank:** .....

**Account name:**.....

**Account number:** .....

**Sort code:** .....

**Declaration by Applicant**

I commit to:

- Provide documentary evidence of eligible expenditure at the end of the period to which the bursary pertains;
- Provide evidence of course completion;
- Return the unspent portion of the bursary or have it deducted from a subsequent bursary award if my course of tuition has further years to run;
- Provide a short report (no more than 200 words) for the Trust’s Annual Report on what receiving the bursary award has meant to me;
- Deliver the community service to which I have committed (reference point 16 of the Terms & Conditions); and
- Consent to any publicity about the grant as the Trust may from time to time require.

By signing this application, I declare that the information I have given is complete and accurate and that I have agreed to the commitments laid out above. I confirm there has been no expenditure in relation to this application, prior to being submitted to the Board of the Trust for their approval.

I will inform Horshader Community Development Trust if any of my circumstances change, e.g. I do not complete the course or my permanent home address changes during the year.

Signed: .....Print name: .....Date: .....

**Please return the completed form to:**

Horshader Community Development, Raebhat House, North Shawbost, HS2 9BD 01851 701225  
email – admin@horshader.com

**Attached overleaf: Horshader Community Development Trust Bursary Terms & Conditions – please read these carefully and get in touch with the Trust if you have any questions or concerns about any of them.**

## The Horshader Community Development Trust Bursary Terms & Conditions

The Horshader Community Development Trust (the Trust) has as one of its charitable aims the desire to support the advancement of all forms of education in the community. Consequently, the Trust provides a Bursary Scheme, open to applications from individuals from the Shawbost, Dalbeg and Dalmore area, to provide assistance with the education costs. This document indicates the terms and conditions associated with the award of bursaries to eligible individuals.

1. A Bursary Application Form must be completed in full by the applicant and forwarded to the Trust by hand, by post or by e-mail.
2. The Trust will provide a bursary of up to £2,000.00 per eligible person per academic year, up to a maximum number of 4 grants (i.e. a maximum of £8,000.00 per person).
3. Eligible types of education include, but are not limited to: vocational courses; development courses (including driving lessons); and professional qualifications, including degree and diploma courses. (Hereafter, 'course' is taken to mean any or all of the foregoing types of course.)
4. Applications are open to residents of Shawbost, Dalbeag, and Dalmore. Furthermore, eligibility to apply is related to eligibility to become a Member of the Trust, namely, bursaries are open to all individuals over the age of 16 who are either residents of the Horshader area or resident within the Isle of Lewis and registered as a tenant of a croft within the Horshader area or formally sublets a croft within the Horshader area, where 'formally' is defined as a sublet that has been approved by the Crofting Commission, or a dependent or family member of the foregoing. A copy of the sub-letting agreement must be attached to the bursary application. A resident is defined as someone: who lives at a qualifying address for not less than 9 months out of 12; or has a permanent home at a qualifying address and lives there all the time apart from when on holiday or working away from home for a period of not more than 3 months at a time or when following a course of full-time education.
5. Documentary evidence must be provided with a Bursary Application to indicate that the body providing the education or training has accepted the applicant.
6. The Trust will take no longer than 1 calendar month to respond to an application.
7. Should a bursary application be refused, the applicant has the right to make an appeal to the Trust. Two officers of the Trust will hear the appeal within 2 weeks of receipt. The decision of the appeal will be final.
8. Upon approval, the bursary will be paid by bank transfer directly into the individual's bank account.
9. Additional, application-specific terms and conditions may be applied to any bursary award offer.
10. The bursary is not transferrable to another person, regardless of their eligibility.
11. Upon completion of the course, or the academic year, for which the bursary was applied, the applicant must provide documentary evidence of the completion of the course and of eligible expenditure. Failure to do so will result in future applications being automatically denied. Costs from previous academic years are not admissible for repayment in a subsequent year.
12. Eligible expenditure relates to the costs associated with the provision of the training, for example books, tuition fees, course fees, accommodation, travel and food costs.
13. Where expenditure during the academic year has been less than the sum awarded in the bursary, the difference will be deducted from any future bursary award. Where there is no expectation of future bursary awards, the Trust requires that unspent monies be returned to the Trust in full. Where a course, or an academic year, has not been completed, for whatever reason, receipts for expenditure up to that point must be provided to the Trust and unspent monies will be returned to the Trust in full.
14. The Trust will comply with the requirements of the Data Protection Act 1998 in the management of all personal information associated with any bursary application.
15. The Trust can accept no liability for any consequences, whether direct or indirect, that may come about from the applicant receiving or using the bursary funds or from a withdrawal, for whatever reason, of the grant.
16. The Trust is keen for the Horshader Community to gain benefit from the award of bursaries and to promote the notion that 'community' is about giving as well as receiving. Accordingly, the applicant will:
  - Provide a short report (no more than 200 words) for the Trust's Annual Report on what receiving the bursary award has meant to them;

- Confirm that they are willing to provide voluntary assistance to the Trust on request, for a reasonable amount of effort, at a mutually convenient time and in a way that is sensitive to the capability and experience of the individual; and
  - Consent to any publicity about the grant and the project as the Trust may from time to time require.
17. On approval of a bursary award, the applicant must sign and date these terms and conditions before the monies can be transferred to the individual.
18. Failure to comply with any or all of these terms and conditions will result in the current application being refused and may impact on the award of future bursaries.