

# Unity in Community Bursary Awards

## Guidance Notes

Please read these notes carefully before completing the application form

- **Bursary awards are available to HU6 residents only.**
- This fund has a limited overall budget. We may not, therefore be able to offer all applicants an award or the full amount for which they apply.
- Bursary awards can be made for a course of academic or vocational training, part or full time, which may or may not lead towards a nationally recognised qualification. Examples are: access courses, GCSE courses, City and Guilds, RSA qualifications, Access course or Degree courses.
- **For courses which lead to a qualification**, the maximum award to any individual will be £250.00 in any one year.
- **For courses which do not lead towards a qualification**, the maximum award to any individual will be £100.00 (this can be used towards the costs of a more expensive course). Applicants who are successful in completing a course which does not lead to a qualification are encouraged to reapply if they later decide to go on to a course which leads to qualifications.
- **Individuals may apply more than once.** The total any one person can be awarded is £500.00. This can be spread out over a maximum of five years. Awards are made for one year at a time; applicants will have to reapply each year. **No** guarantee is made that applicants will be successful in successive years.
- Bursaries cannot be awarded for items already funded from other sources or training providers such as TEC, Employment Services or employers.
- Bursaries will only be awarded if, because of financial or other barriers, the applicant would not otherwise be able to join the course. Applicants are expected to seek funding from other sources eg grants from the LEA, reduced fees etc before applying to the fund.
- Bursaries can be used to cover the following costs:
  - course fees
  - childcare costs (to a registered childminder, crèche or nursery)
  - books or stationery
  - materials or tools
  - travel costs to the course
  - other costs directly related to undertaking the course
- Applicants should try to explain in the form the relationship between the course and their previous study/life experience and say how the course will help them with their future plans.

- Awards are available to individuals who are on a course already but would not be able to complete it without financial help.
- In the event that the fund is oversubscribed priority will be given to people:
  - not in paid work
  - with no formal qualifications
  - Who have been out of formal education or training for over five years.
- **Applicants may have to repay the award in full or in part if they fail to complete the course or meet the conditions of the award. Confirmation will be sought from the college or other training provider that the applicant has been accepted onto the course.**
- **Payment will be made to the supplier rather than the recipient.**
- Help in completing this form can be obtained from:

Unity in Community  
501 Endike Lane  
Hull  
HU6 8AQ  
Tel: 01482852292