



## **Bursary – for Southend Voluntary & Community Groups Funding Support for volunteers and employees**

Working together, The East of England Development Agency, Southend Together and SAVS have available a bursary fund to help local voluntary and community groups in Southend to develop and train their volunteers and employees . We may be able to help if you -

- Are volunteering or working in the local voluntary and community sector in Southend
- Would you like to access AdVance Training to assist you in your role
- Need help with course costs, travel or child care costs

If the above applies and you or your organisation may struggle to pay for training and development then you may be eligible to apply for a bursary. Please see the conditions listed below and then complete the application claim form overleaf and return to the address indicated in good time (at least two weeks) before the date of the required training

### **Criteria & conditions**

- Funds are available to cover courses offered in the AdVance training Programme until March 2010.
- The bursary scheme is open to organisations with a small local staff and volunteer workforce and/or an income of less than £50K per year (total income from funds raised including membership subscriptions grants contracts and commissions).
- The organisation must be a 'not for profit' organisation and operating in the local VCS in Southend on Sea.
- Charity Number to be supplied (if applicable).
- The organisation must work within an equal opportunities framework.
- The training must relate to developing key skills and knowledge for volunteering or working in the voluntary and community sector.
- Applications to be agreed and counter-signed by line manager or appropriate authorised person within the VCS organisation.
- The bursary is non-transferable. In the event of non-attendance or cancellation of the training, normal cancellation conditions will apply.
- Bursaries are a limited resource, however all applications will be considered.

### **How to apply**

Complete the claim form overleaf and be sure to enclose all details about the requested training course.

**THIS PROJECT IS SUPPORTED BY THE EAST OF ENGLAND DEVELOPMENT AGENCY  
AND SOUTHEND TOGETHER**



**BURSARY APPLICATION**

This application has been funded by the East of England Development Agency and Southend Together in order to support access to AdVance Partnership training & development for volunteers and employees working in the Southend Voluntary and Community Sector. Items which can be covered (at the discretion of the funders) include the training course costs and some or all of travel costs, childcare costs or resources,.

Name			
Organisation			
Position in Organisation			
Telephone contact			
Email contact			
Training Course		Date	

Reason for attending

**It may also be possible to claim for other expenses in order to attend this training**

Details	Amount
Total Amount	

<b>Signature of applicant</b> .....	<b>Date</b>
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I certify that the organisation meets the criteria overleaf and that the above named signatory is eligible to receive funding from the AdVance Training bursary <b>Signature</b> .....	<b>Date</b>
<b>Position in organisation</b> .....	

Please complete the form and ensure it is countersigned by an authorised person within your organisation.

Return the completed form to AdVance Training Bursary, 29 -31 Alexandra St, Southend on Sea SS1 1BW

We will contact you with the outcome of the bursary application as soon as possible

FOR OFFICE USE ONLY					
	CRITERIA APPROVED		AWARDED		DENIED OVERSUBSCRIBED
	CRITERIA FAILED		DENIED NON CRITERIA		INFORMED

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