

Drigg Charity Bursary Award: Post 16 Transport

Guidance Notes for Applicants



Purpose:

The purpose of this award is to provide support towards the cost of transport for 16 -18 year old students (Years 12 &13), attending school or college courses.

Notes:

- ✓ For years 12 & 13 students enrolled on School/College courses.
- ✓ The course must be based in the UK.
- ✓ An award of up to 50% of the applicant's transport costs, based on the rate for the Cumbria School bus Pass for that academic year.
- ✓ Details of expenditure for the transport costs will be required eg. copy of bus pass, or public transport tickets/receipts.
- ✓ The completed application form to be countersigned by a school/college tutor or other responsible officer.

Eligibility:

- ✓ At the time of the award, the applicant's primary residence must be within the current boundary of Drigg & Carleton Parish.
- ✓ Applicants must apply for their award during the current academic year (1 application per year)
- ✓ Applications from individuals who have already started post 16 courses will be considered.
- ✓ The award will not be means tested.

Applications:

Individuals seeking an award should submit a completed application form to the Secretary of the Drigg Charity: Mr D Millington, Croft Cottage, Drigg, Holmrook CA191XF or email to: d.millington@hotmail.co.uk

Assessment process:

- ✓ All eligible applications are assessed by the Committee of the Drigg Charity.
- ✓ The Post 16 Transport Award must meet the NDA's socio economic policy 2008. The Drigg Charity Committee is responsible for ensuring the necessary criteria are met.
- ✓ The applicant will be contacted if the assessment committee require additional information.
- ✓ The Drigg Charity Committee have full and final authority to determine which applicants will receive awards and the amount of the award.
- ✓ Applicants will be informed in writing of the decision made at the Drigg Charity meeting.

Award Delivery:

- ✓ The Post 16 Transport awards are funded by the Drigg & Carleton Community Benefit Fund (as authorised by the Drigg Charity trustees), in partnership with LLW Repository Ltd.
- ✓ The Award Committee will determine the timing of payment.
- ✓ Payment will only be authorised on receipt of copies of the applicant's current School bus pass or proof of weekly travel by public transport.
- ✓ Payment will be made by cheque.
- ✓ Awards will be considered for the two years in post 16 education (ie. School Years 12 & 13).
- ✓ The application must be made during the current academic year (one application per year) & there will be no guarantee of funding in subsequent years.
- ✓ Those students who pay transport costs weekly can submit proof of transport costs at the end of each term or, at the end of the academic year, but must be **prior** to the start of the following year.
- ✓ If exceptional circumstances/needs arise, such as long term medical difficulties which prevent the student from accessing the usual school bus or public transport, the Bursary committee will be prepared to consider a request for an award towards car journeys. (Additional information will be required).

