



FIN012 CHALLENGERS BURSARY POLICY

		Date	Amended by:
Date of Issue	1	March 17	Amanda Matthews
Issue	2	Oct 17	Amanda Matthews
Issue	3	Feb 18	Amanda Matthews
Issue	4		
Issue	5		
Issue	6		
Issue	7		
Issue	8		

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Contents

1.	Scope of policy.....	2
2.	Communications.....	2
3.	What is a Bursary?.....	2
4.	Who can apply?.....	2
5.	How much is awarded?.....	2
6.	When and how do I apply?.....	2
7.	Feedback	3
8.	Additional information	3
9.	FIN013 Challengers Bursary Application Form.....	4

1. Scope of policy

- This policy outlines the application of Challengers Bursary Policy to ensure that this policy is applied fairly and transparently.

2. Communications

- Information about Challengers bursary is available on the web site www.disability-challengers.org or from the Challengers Finance Team on 01483 230 589.

3. What is a Bursary?

- Challengers believe that all children and young people should have the right to play. The Challengers bursary fund has been developed to assist individuals who may have difficulties attending because of financial considerations.
- Challengers will fundraise each year to provide a small fund that will be reserved specifically for the bursary scheme.
- The fund can be used to clear fees for sessions already attended or for future sessions.

4. Who can apply?

- Challengers will accept all applications where need is demonstrated in a supporting letter and application form.
- Each application for bursary funding will be judged on its own merits so it is in the interest of applicants to provide as much relevant information as possible in their application.
- You can apply for Pre-school, Play, Youth and Young Adult sessions.

5. How much is awarded?

The fund is sustained by voluntary donations so will vary year to year. The total fund at the beginning of Challengers financial year 1st January will be divided equally in to four funding pots.

6. When and how do I apply?

- Applications will be accepted four times a year.
 - Quarter 1 application closing date 15th January
 - Quarter 2 application closing date 15th April
 - Quarter 3 application closing date 15th Jul
 - Quarter 4 application closing date 15th Oct
- Each applicant will need to complete FIN013 Challengers Bursary Application form and write a supporting letter explaining why they should be considered detailing any special circumstances that would support their case.

- The application needs to be either emailed to finance@disability-challengers.org or posted to Challengers, Finance Team, Stoke Park, London Road, Guildford, Surrey GU1 1TU.
- Each application will be considered by an independent panel consisting of four people invited from Challengers supporters' pool. The panel will be independent of Challengers staff although a member of the finance team will attend the meetings and liaise with applicants.
- A decision will be made and notified to the applicant by the last day of the application month.
- All decisions of the panel are final and may not be appealed.
- Your application form and any supporting documents will be destroyed once your application has been processed.

7. Feedback

- We will ask each family receiving the award to fill in a simple questionnaire about the impact that the award has made. Challengers will use this information to report back to those who have donated to the fund, and help promote future donations.

8. Additional information

- If successful the award will be applied to your Challengers account. This can then be used towards future bookings or to pay off outstanding invoices.
- If a bursary funded session is cancelled refund for the session will be allocated back to the bursary fund not refunded to the Parent or Young Person.

9. FIN013 Challengers Bursary Application Form

Name of applicant (child or Young Person):
Address:
Number of People in Family: Adults / Children

Please complete the following information based on your weekly or monthly household income with as much detail as possible to help us assess your application.

INCOME – weekly or monthly

	Household Income
Wages (before tax and National Insurance deductions)	£
Child Benefit	£
Working Tax Credit	£
Working Tax Credit Childcare Element	£
Child Tax Credit	£
Maintenance Payments	£
Contribution-based Jobseekers Allowance (JSA)	£
Contribution-based Employment & Support Allowance (ESA)	£
Universal Credit	£
Pension (state, work, private)	£
Rent from anyone living with you	£
Rent from other properties you own	£
Housing Benefit	£
Other Income	£
Total Income	£

Please tell us about any other income you may have:

OUTGOINGS – weekly or monthly

	Household Outgoings
Rent/Mortgage	£
Council Tax	£
Electricity/Gas/Water	£
TV Licence	£
Telephone/Internet/TV Package	£
Mobile	£
House Insurance	£
Food	£
Clothing – yours and the children’s	£
Petrol/Car Payments	£
Car Insurance/Road Tax	£
Travel	£
Childcare/Pre-School	£
Children’s Clubs/Classes	£
Leisure (meals out, cinema, etc)	£
Loans, Credit Cards, Store Card Payments	£
Other Payments	£
Total Outgoings	£

Please tell us about any other outgoings you may have:

Any other information that may help your application that is not included in your supporting letter:

Please also include a supporting letter letting us know why you should be considered for the Challengers bursary please include any information that may help your case.

This form will be destroyed once your application has been processed.

Modifications made to this document since its issue are as follows:

DOCUMENT CHANGE HISTORY

Summary of Change	Section no / page no	Changes made by	Release date
First policy			March 2017
Update	8	AM	Oct 2017
Added detail relating to the destruction of the application form and information contained within	Section 6, 9	AM	Feb 2018