

Criteria and Guidance for Dorset Community Foundation Bursary Scheme

Funding Principles	
The overall aim is to transform the lives of the most disadvantaged young people in Dorset, helping them to fulfill their potential through vocational programmes and thereby reduce the likelihood of becoming NEET (not in education, employment or training).	1
The main priority is to eliminate the gap between those from deprived backgrounds and those from more affluent backgrounds.	2
We want to ensure that every young person has the same opportunities to participate and benefit from a place in further education, skills and training.	3
We want to help reach those who need financial support beyond what a government funded bursary can offer.	4
Funding is to support vocational (job-related) courses of any length, including traineeships and supported internships. We can also support 'access courses' that are required before starting a vocational course.	5
Applicant Eligibility	
Our Bursary Scheme applies to students attending vocational courses, excluding A Levels, at the following colleges: Yeovil (including North Dorset Technical College), Weymouth, Kingston Maurward, Brockenhurst, Bournemouth and Poole, and the Salisbury campus of Wiltshire College.	6
The Fund is open to individuals who are one or more of the following: living in households with an income of less than £25,000, have caring responsibilities for family members, disabled young people, care leavers or cared for young people, and those with Special Educational Needs.	7
The Fund is open primarily to young people aged 16 – 25 years (inclusive).	8
Students who have previously received a bursary can re-apply for funding in the following year if they will be studying at a higher academic level. Repeat applications will be considered a high priority.	9
Funding for course fees is ineligible.	10
Applicants must evidence financial need; this is overseen by their college and the information is passed to Dorset Community Foundation.	11
Applicants must be supported/approved by the college.	12
The course must start within 2 months of the bursary award.	13
Grants will be awarded up to the value of £1,000.	14
Students will be expected to provide feedback regarding the DCF bursary scheme and detail their progress and future plans, towards the end of their course.	15
Application process	
Before making an application to the DCF Bursary scheme, students should contact their college to see if an application can be made for a government bursary. If the student is not eligible or needs additional financial help, they can apply for a DCF Bursary.	16
Please make sure you complete sections 1-5 of the form. After we have received your form we will contact your college and they will complete section 6.	17
Please make sure you submit your application by the deadline stated on our website, otherwise we cannot accept your application.	18
Grants may be given towards travel costs, IT equipment, essential study trips, required equipment/clothing and meals at college. It may also be possible to help with the cost of diagnostic assessments for SEN such as dyslexia.	19
For those needing assistance with travel costs, applications for public transport costs are preferred. However, mileage may be considered in exceptional circumstances, and costs should be calculated using the AA mileage calculator at http://www.theaa.com/driving/mileage-calculator.jsp	20

Applications for laptops and other IT equipment will be considered on a case by case basis. Priority will be given to those students who do not have access to a computer at home or evidence a particular need such as a learning difficulty. Note: Expensive brands are likely to be disregarded in favor of cheaper alternatives unless there is a specific need for a certain make/model that is confirmed by the college.	21
For those applying for required equipment/clothing, please note that requests for expensive brand clothing are likely to be disregarded in favor of cheaper alternatives.	22
In order for us to follow our decision-making process, the information given in your application will be shared with your college and our independent panel members and/or donors as appropriate. Panel members are subject to a confidentiality clause as part of their Roles & Responsibilities. For more Please information on data sharing and storage see our Privacy Policy, available on our website.	23
We cannot guarantee that applicants will receive funding, even if they are eligible for the scheme.	24
We may receive more applications than we are able to fund so it is important that you provide information about your personal circumstances, why you need financial assistance and what difference a bursary award will make to you.	25
Successful applications are required to agree to grant Terms and Condition, included in the application form.	26
Grant award payments for items that will be provided by the college (e.g. transport tickets, study trips, college meal tickets) will usually be made to direct to the college NOT to the individual. The Student Welfare Officer at your college will be able to tell you when your items will be available.	27
Grant Award payments paid directly to students are based on a pre-agreed quote or web link to item, and receipts may be requested by DCF after purchase – if receipts cannot be provided or we reserve the right to request the return of funds.	28
The Bursary scheme, awards made from it and individual case studies will be publicised.	29

If you are unsure about whether you are eligible to apply or have a query about the application process please contact the Foundation on 01202 670815 or email grants@dorsetcf.org

Good luck with your application!