



## CYE Sailing Centre Bursary Fund

### Application Form for a **Group Bursary** for a school visit.

If a large number of eligible pupils in the school are unable to attend a CYE event or residential visit **because of financial hardship**, then a senior member of the school staff (usually the head teacher) may apply to the Christian Youth Enterprises Bursary Fund for a Group Bursary to assist towards the cost of the CYE visit, not including transport organised by the school.

As with all charities, funds are limited. The income available to support the Bursary Fund depends upon donations received and as such the fund will only be able to support a limited number of applications each year. The applicant will normally be expected to contribute at least 60% of the cost of the event. A small administration team, working with and on behalf of the CYESC Trustees, considers each application. Decisions made by this team are final. There is no appeal process.

**Note: the “Counter Signature” section of this form must be completed. We cannot consider any application that is not endorsed and counter-signed by an appropriate person.**

Your feedback is valuable in helping us to maintain the fund and in reporting back to our donors. Therefore, a condition of receiving an award will be that you complete a simple questionnaire about the impact that the award has made for the pupil. We will use this to report back to those who have donated to the fund, and to help promote future donations. We will contact you for your feedback after the event.

**It is essential to return this form to CYE 14 weeks before the visit to CYE.**

Name of school coming to CYE	
School Address	
Postcode	
Number of pupils coming to CYE	
Percentage of pupil premium pupils within the whole school	

Name and position of person completing this form	
Email address ( <b>PRINT clearly</b> )	
Telephone number	

Cost of visit to CYE		Date of visit to CYE	
Transport cost, if any, as quoted by school			
Grant requested <i>This should not exceed 40% of the cost of the trip, not including transport</i>			

In the group coming to CYE, please give the number of pupils to which the following apply:	
Pupils eligible for Free School Meals or Pupil Premium	
Pupils in households on a low income or in receipt of Universal Credit/other means-tested benefits	
Pupils in households where a parent/carer or pupil receives disability-related benefits (e.g. PIP, DLA)	
Pupils who are young carers, in foster care, or have previously been looked after	
Pupils whose family is currently experiencing financial hardship due to recent circumstances (e.g. job loss, illness, bereavement)	
Pupils whose family is experiencing financial hardship due to an alternative reason	
Please explain in your own words why you are applying for a grant:	
Signed	
Date	<i>Send to school 16 weeks prior to visit</i>

**Counter signature by School**

This application **must** be endorsed and counter-signed by a senior member of staff in the school, such as the Finance Manager or Deputy Head Teacher. The signatory should be able to vouch that the financial need is genuine, but should not be the person who has completed this bursary application form.

<i>I fully support this application and confirm that to the best of my knowledge the applicant meets the criteria stated in this application.</i>	
Please add any relevant information which may support the application:	
Signed	
Name	
Position	
Date	<i>NB: Send to CYE 14 weeks prior to visit</i>
Telephone	

**All appropriate signatures must be completed on the form before returning to:**

The Trustees, CYE Bursary Fund, c/o CYESC, Jubilee Building, Chidham, Chichester, West Sussex. PO18 8TE  
Telephone 01243 573375 email: bursary@cye.org.uk

Christian Youth Enterprises will retain a copy of this document securely for 7 years after the issue of any grant. This is to allow CYE officers to compare any previous grants issued.