

July 2011

## Introduction and background

The Third Sector Learning Partnership was formed in April 2010 as the result of a need to bring together all key stakeholders whose interests were to develop skills within the third sector. The Third Sector Learning Partnership aims to ensure that the learning needs of all Third Sector organisations are met within borough of Warrington.

## Purpose of bursary scheme

The purpose of the bursary scheme is to provide a small bursary payment to help staff and volunteers within your organisation to gain new skills, qualifications and knowledge which will help improve the capacity and sustainability of your organisation. This grant is available to apply for up to March 2012 subject to funding availability.

**Organisation can apply up to a maximum of £500.00**

## Essential criteria

To apply for a Third Sector Learning Bursary Grant your application must be able to meet the essential criteria below:

- Your organisation must be a 'voluntary and community sector' (not-for profit) organisation (for our purposes this definition also includes social enterprises, co-operatives, mutuals and other not for profits);
  - You must provide evidence of this in your application by providing a copy of your constitution, memorandum and articles of association, charity number etc.
- Your organisation must be solvent
- Your organisation must benefit the inhabitants of Warrington
- Your organisation must be able to demonstrate that a bursary grant will have a recognisable and immediate impact on the sustainability and skills capacity of your organisation
- You are able to spend the grant by March 2012
- Any qualifications associated with the grant are awarded by March 2012
- Your organisation must not already have financial resources that can pay for this training
- The bursary must support the development of skills in one of the following

### **BURSARY PRIORITY AREAS:**

- business development – financial management, fundraising management, business planning, project planning etc
- administration – office management
- leadership
- management – human resource management, volunteer management or development
- training, skills development or qualifications which will enable your organisation to operate legally; for example: health & Safety, Equality & Diversity

## What you are able to apply for

You can apply for a bursary in the following ways:

- To allow a volunteer or staff member to attend a conference or seminar where learning can be shared and new ideas implement within your organisation
- To allow a staff member or volunteer to acquire or complete a recognised qualification through a college or other recognised training provider provided the qualification is awarded by the end of the financial year 2011 (*end of March 2012*).
- To allow a volunteer or staff member to attend a workshop.
- To allow a staff member to complete modules of a recognised course provided the modules can be completed by the end of the financial year 2011
- To allow a staff member or volunteer to work shadow another organisation. A bursary could help to pay for expenses and/or salary loss associated with the period the staff or volunteer the staff member has been shadowing to a maximum of 7 working days. Work shadowing can take place in either a voluntary or private sector organisation.
- Any learning opportunity applied for **MUST** meet one or more of **the bursary priority areas** listed on page 1.

## Exclusions and what will not be paid for

- Schools and Statutory organisations cannot apply
- Any learning opportunity that does not meet one or more of the **bursary priority areas** (*see page 1*)
- Your organisation can only apply for one bursary grant during this financial year 2011
- Individuals cannot apply in their own right, but must go through the organisation they are working or volunteering at
- Organisations with free reserves that has not been allocated for any other purpose. If you have reserves please explain in your application what these reserves are for.
- It cannot be used to pay for development of the specialist skills needed to meet your organisations objectives; for example, a pre-school cannot apply for a bursary grant to help a staff member pay for a qualification in nursery nursing.

## How to apply for a bursary grant

- Step 1: ensure your organisation can meet the essential criteria (above)
- Step 2: complete the application form.  
PLEASE NOTE: Should you need support or advice please contact Kim Bate email: [kbate@warrington.gov.uk](mailto:kbate@warrington.gov.uk) or 01925 444173 or 07920 270143
- Step 3: return the application form with the supporting evidence to [kbate@warrington.gov.uk](mailto:kbate@warrington.gov.uk) or post to **Kim Bate, Warrington Borough Council, Bewsey Old School, Lockton Lane, Warrington, Cheshire. WA5 0BF**
- Step 4: your application will be considered by a panel made up of statutory and third sector partners from the Third Sector Learning Partnership.
- You will be informed of the decision (see timescales). Feedback will be provided to those unsuccessful to support your future development and reapplication if appropriate.
- Any grant awarded must be spent by the end of March 2012.

## Timescales

- The Bursary Panel meets in the last week of every month. Dates are as follows:
 

Application Deadline	Panel Meeting	Applicants Informed By
26 <sup>th</sup> August 2011	31 <sup>st</sup> August 2011	14 <sup>th</sup> September 2011
23 <sup>rd</sup> September 2011	28 <sup>th</sup> September 2011	12 <sup>th</sup> October 2011
21 <sup>st</sup> October 2011	26 <sup>th</sup> October 2011	9 <sup>th</sup> November 2011
18 <sup>th</sup> November 2011	23 <sup>rd</sup> November 2011	7 <sup>th</sup> December 2011
16 <sup>th</sup> December 2011	21 <sup>st</sup> December 2011	4 <sup>th</sup> January 2011
20 <sup>th</sup> January 2011	25 <sup>th</sup> January 2012	8 <sup>th</sup> February 2011
24 <sup>th</sup> February 2011	29 <sup>th</sup> February 2012	14 <sup>th</sup> March 2011
- Decisions are final
- You may be contacted during the decision making process if we need to clarify any aspect of your application.

## Schedule of payment(s) and monitoring requirements

Should your application be successful:

- You will be required to produce receipts of payments.
- You will be required to provide a report to evidence that the learning which has taken place and has had an impact within your organisation. This needs to be signed by the Management Committee, Trustee or Director of your organisation.
- You will be required to provide copies of certificates / qualifications attained as a result of the grant

*Payment terms for your awarded bursary will depend on how you propose to allocate the resource and your proposed timescales. We will discuss this with you.*

## Support for the Application Process

If you would like to discuss your eligibility for this bursary or have any queries before you make your application please contact Kim Bate

Email: [kbate@warrington.gov.uk](mailto:kbate@warrington.gov.uk)

Tel: 01925 444173

Mobile: 07920 270143

# Third Sector Learning Bursary Application Form

## Section 1: YOUR ORGANISATION

Name of Your Organisation

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Name of the Learning Activity

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Type of Organisation

- Unincorporated Association / Community Group
- Registered Charity
- Company Limited by Guarantee
- \* Industrial & Provident Society / Mutual
- \*Community Interest Company
- Other: Please Specify \_\_\_\_\_

*\* Please Note: Social Enterprises must be able to show that their organisation is of benefit to the local community*

### 1. Contacts for your group

Please enter below details of two people in your group/organisation who will be responsible for the successful delivery of this bursary grant. This must be a member of Management Committee, Trustees or Director.

Name:		Surname:	
Position:			
Address:			
County:		Postcode:	
Tel. No (Day):			
Email :			

Name:		Surname:	
Position:			
Address:			
County:		Postcode:	
Tel. No (Day):			
Email :			

<b>2. Please describe what you would like the bursary to pay for</b>	
<b>3. Please tick one option which is most relevant:</b>	
The bursary will help to bring new skills and knowledge into our organisation	<input type="checkbox"/>
The knowledge and expertise gained from the bursary will enhance existing skills and knowledge within organisation	<input type="checkbox"/>
<b>3. Please tick which Bursary Criteria your learning will meet</b>	
Think about: what changes you hope to make as a result of the new skills or knowledge your organisation will acquire. For example – will it help your organisation to budget or are you hoping that the new skills will help you to implement staff appraisals. YOU MUST BE ABLE TO SELECT AT LEAST ONE OPTION.	
Business Development	<input type="checkbox"/>
How will this make a difference in how you develop your business?	
Management Development	<input type="checkbox"/>
How will this make a difference in how you manage your workforce and organisation?	
Organisational Legality Development	<input type="checkbox"/>
How will this make a difference in ensuring you comply with legal requirements?	
Leadership Development	<input type="checkbox"/>

How will this make a difference in how you lead your workforce and organisation?

Administration Development

How will this make a difference to the effectiveness of procedures and practises?

**4. Please describe how you intend to implement the new skills, expertise and knowledge within your organisation**

For example, if a staff member has completed a business planning course, how would that staff member utilise those business planning skills? Would you expect the staff member to develop and produce a business plan within your organisation?

**5. About the Learning and the Provider**

Please check the box to confirm if the staff or volunteer(s) will acquire a formal qualification as a result of the bursary grant?

**Please describe what this qualification is**

Please check the box to confirm if the staff or volunteer(s) will acquire a certificate of attendance or an information acknowledgement that they have attended the learning activity?

**Please describe what this be or how describe what evidence you will collate which will show relevant learning has taken place**

a) Please tell us who the learning provider will be (NAME, ADDRESS)	
b) Please confirm that the provider is a recognised training provider who has the relevant training expertise and competence to deliver quality training	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Please tell us how many staff and volunteers will directly benefit from this bursary grant	
How many staff	How many volunteers

### Section 3: FINANCIAL DETAILS

Please provide breakdowns of your costs under headings that are appropriate to your project. PLEASE CHECK THE EXCLUSIONS FIRST.

EXPENDITURE	
<i>PLEASE NOTE: IF YOU ARE ABLE TO CLAIM VAT PLEASE EXCLUDE VAT COST FROM YOUR TOTALS</i>	
<u>BREAKDOWN OF REQUIREMENTS</u>	<u>COSTS</u>
	£
	£
	£
	£
	£
	£
<b><u>TOTAL ELIGIBLE BURSARY COSTS</u></b>	£

You will need to provide quotes or evidence of how you have calculated your costs

YOUR CONTRIBUTION (If Applicable)		
<u>FUND SOURCE</u>	<u>TOTAL</u>	<u>Secured Y / N</u>
Other grants:	£	
Sponsorships:	£	
Your Own Reserves, surplus or Fundraising:	£	
Other Income (Please Specify):	£	
<b><u>TOTAL FUNDING</u></b>	£	
<u>Non Monetary Contributions</u>	<u>Number of hours</u>	<u>Number of Volunteers</u>
Volunteer time used in the delivery of the project (if any)		

Is your group able to reclaim VAT?

IF YOU HAVE ANSWERED YES, PLEASE ENSURE YOU EXCLUDE VAT FROM YOU EXPENDITURE TOTALS

YES

NO

***PLEASE NOTE: IF YOU ARE ABLE TO CLAIM VAT PLEASE EXCLUDE VAT COST FROM YOUR EXPENDITURE TOTALS***

WE HEREBY APPLY FOR A PROJECT GRANT OF £ \_\_\_\_\_

Bank account details for your group (if applicable)	
Name of Account:	
Name & Address of Bank:	
Sort Code:	Account No:

## **4. Your Organisations Commitment to Staff and Volunteer Skills Development**

### **Section 4 CHECK LIST AND ENCLOSURES**

<b>Please tick if you have</b>	<b>Yes</b>
Answered all the relevant questions on the application form	<input type="checkbox"/>
A signed Constitution / Set of Rules / Memorandum	<input type="checkbox"/>
A bank account with at least 2 signatories	<input type="checkbox"/>
Current year end examined or audited accounts	<input type="checkbox"/>
If your organisation is currently solvent	<input type="checkbox"/>

### **Compulsory Enclosures**

<b>Please tick to show you have enclosed the following</b>	<b>Enclosed</b>
A signed copy of your constitution / Rules / Memorandum and Articles of Association	<input type="checkbox"/>
3 recent bank statement or your most recent audited / examined account (must be signed by an independent person)	<input type="checkbox"/>
If you have reserves or a surplus, please enclose an explanation as to why you cannot use these for training purposes	<input type="checkbox"/>
Any brochures, course/ workshop materials, or any other information related to the learning activity	<input type="checkbox"/>
Copy of Costs, price lists or where you have obtained you costs from	<input type="checkbox"/>

**WE HEREBY declare that I understand that if I make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.**

**Signed** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_