

2023 Issue 01

Bourne End Junior Sports Club

Bursary Policy



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Introduction

DEFINITION OF FUND

The BEJSC Bursary Fund provides financial support to help members overcome the specific financial barriers to participation they face so they can participate in sport. The bursary fund is intended to help members with their actual costs of participating (including competitions, galas or matches), and bursary decisions are based on members' individual circumstances and their actual financial need.

FUNDING

Funding is provided by BEJSC and administered by the Board of Trustees. The club carries out a financial assessment of each applicant and administers bursaries in line with the needs identified and as set out in this policy.

There are 2 types of bursaries available from BEJSC.

- ⦿ bursaries for members in one of the defined vulnerable groups covering membership fee and section fee; and
- ⦿ discretionary bursaries which help meet individual needs such as travel expenses, equipment and event fees.

The total bursary fund available to the club to help those who need it is up to £ 5,000 per year depending on the level of reserves in the club and community funding provided to enable assistance.

Vulnerable Group

Defined vulnerable groups bursaries are awarded to members, parents or guardians who have a financial need and who are:

- ⦿ in care
- ⦿ care leavers
- ⦿ receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or foster child.
- ⦿ receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in their own right

The club may conduct a financial needs assessment to confirm actual financial need and the amount of support required. Applications from members does not mean that members automatically receive a bursary.

Discretionary Group

Discretionary bursaries are awarded by the club to help members, parents or guardians with costs such as travel, essential equipment, specialist clothing or event fees. As with defined vulnerable groups bursaries, a financial needs assessment may be conducted and the club bases decisions about which members receive a discretionary bursary and how much they receive on each member's individual circumstances and their actual financial need.

Members, parents, or guardians applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. The club will consider requests for help with event fees, transport, equipment, accommodation and other sporting section-related costs.

Eligibility and Application Process

For all bursaries, members must be aged 4 years or over but under 19 years old. Students aged 19 or over are only eligible to receive a discretionary bursary if they are representing the club at events, matches, competitions or galas and they began with BEJSC aged 14 to 18.

Once you have applied, the club will assess your application in line with the eligibility criteria set out here and will let you know if your application has been successful. If your application is successful, you will be issued with an award letter confirming the amount and type of support you have been awarded and setting out any payment conditions.

Rather than paying money into your bank account, the club may decide to provide some or all of your awards as 'in kind' support – this means that we will purchase the resources you require, such as a train ticket or sports equipment on your behalf. Members who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered by other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. All applications will be treated in strict confidence.

Timing

Your application can be submitted at anytime, but the club's preference is by the beginning of September in any academic year as it ties up with our AGM. It will be reviewed by the Trustees which is made up of Chairman, Secretary, Treasurer and upto 6 directors. Members, parents or guardians will be notified as soon as possible of the outcome.

Conditions

The club reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

Please be aware that the club will stop any payments where a member has been absent for a period of four continuous weeks or more (excluding holidays) from the sporting section. Where the club has purchased equipment, members may be asked to return these for the benefit of others.

These details will be specified in the member's award letter. Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief.

Supporting documentation must also be provided to establish financial need, as set out in the application forms below.

The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form. The club is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you need specific items or services relating to your sport that you would otherwise need to pay for in order to participate. The club bases its decisions in relation to both types of bursary award on members' individual circumstances and actual financial need.

A decision will be taken by the Trustees at the sole discretion of the club, and will be dependent on funds being available.

This policy was adopted on: 1st April 2023 **(Date)**

& Reviewed on: TBA **(Date)**

On behalf of the Trustees:

(Chairman).......... **(Signed)**

This policy will be reviewed annually by the Trustees

Bursary Fund Application: Discretionary Bursary

Section A

Members Full Name	
Members Full Address (inc Postcode)	
BEJSC Section	
Contact Telephone Number	
Contact Email Address	

<p>I wish to claim support from the 16 to 19 Defined Vulnerable Group bursary fund, and I provide the following information as evidence of my personal circumstances (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.</p>	
	Tick as appropriate
Written Local Authority evidence of looked-after or care status, or of previous looked-after status.	
Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.	
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.	
P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.	
Audited accounts or official tax return or tax credits showing self-employed income.	
Pension – official letter showing an ongoing pension.	
Council Tax Reduction – all pages of an official letter showing ongoing benefit.	
Entitlement to any other benefits – housing benefit etc	
Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.	
<p>Information provided is for this purpose only and will be treated in the strictest confidence.</p>	

Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g., membership, section fees, travel, equipment, or event fees	Cost (£)

I confirm that I have read the attached guidance, and the information provided on this form is correct. I understand that any false information given, or failure to notify the club administrator of a change in personal circumstances, will result in disqualification of support. I understand that I may have to repay part, or all of this assistance offered if my attendance, conduct, or progress is not satisfactory. I confirm I consider myself / my child to be in financial need.

Member Signature (if applicable)	Date
Parent / Guardian Signature	Date

Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially, in line with GDPR requirements.

Section C (to be completed by Bursary Fund Administrator)

I have seen the evidence required for the full bursary and have placed copies on the members files.	
Bursary Committee members in attendance	
Date of meeting:	
Award approved / amount:	
Actions agreed to reimburse member:	
Administrator name and signature & Date:	