

FUND GUIDELINES

PURPOSE OF THIS SCHEME

The purpose of the SU Scotland School Bursary Fund is to make it possible for pupils who would otherwise be unable to afford a residential at an SU Scotland Centre to still be able to enjoy this rich and valuable experience. We don't want any child to be left behind!

The School Bursary Fund has been supported by generous donors who share our vision to work with children and young people at our outdoor centres. We are grateful for their faithful support in making this fund possible.

WHO CAN APPLY?

Beneficiaries of the fund should be aged between 8-18 years on the final date of their visit and must be enrolled as a student as defined by the school/college they intend to visit an SU Scotland Centre with. The beneficiary can be visiting Lendrick Muir, Alltnacriche or Gowanbank.

Applications should be made by the school head or lead teacher on the booking on behalf of one or more pupils at the school rather than the parents or guardians directly. This is because it is the school who make a booking with us rather than individuals.

We will consider all applications where need is demonstrated in a supporting letter. This will normally be where individuals who are eligible for free school meals and/or those in financial need can apply to the School Bursary Fund.

Each application is judged on its merits, therefore please supply as much supporting information as possible.

HOW MUCH IS AWARDED?

We want to work with the school to reduce the financial cost for eligible pupils. We would also encourage schools to utilise any other available funds, (i.e. Pupil Equity Fund, Fundraising, School Funds) to support this individual.

Up to a maximum of 50% of the course fee for the individual can be offered. This covers accommodation, board and lodging, activities and transport whilst on the residential course but not travel to and from the Centre or other costs added by the school.

The fund is sustained through voluntary donations and varies from year to year. SU Scotland cannot therefore say in advance how much money there will be available in the School Bursary Fund per applicant per year.

Each individual applicant may only benefit from one School Bursary per residential. Any agreed School Bursary will be deducted from the value invoiced to the school rather than any money being sent to the school or individuals concerned.

WHEN TO APPLY

Applications for School Bursary places must be submitted no later than 12 weeks before your visit. For bookings made within 12 weeks of stay please speak to the centre at the time of booking.

The application may be for several individuals attending one or various SU Scotland centres.

The SU Scotland School Bursary Fund will not support:

- Whole group costs where financial disadvantage is not justified at an individual level (please speak to the Schools Manager at the relevant Centre if you feel your group falls into this category)
- More than £1000 per residential visit
- Transport costs to and from the SU Scotland centre
- Visits to non SU Scotland Centres
- Pupils on SU Holidays – a separate bursary scheme is in place
- The purchase of personal equipment needed on course e.g. rucksacks, clothing, toiletries

APPLICATION PROCESS

We simply ask that the Head or Lead Teacher at the school visiting the centres completes the attached application form and sends it with any appropriate additional information to the Schools Bursary Fund (schoolsbursary@suscotland.org.uk).

DEADLINES AND DECISIONS

We will try to respond to your request for support within 10 working days from receipt of your request, assuming that you provide us with all the information we need.

Decisions will be made by the SU Scotland School Bursary Fund Panel and are final. There is no appeal process.

You will be notified by letter or email confirming your award and the awarded amount will be deducted from the invoice.

The income available to support the SU Scotland School Bursary Fund depends upon donations received and as such the fund will only be able to support a limited number of applications each year.

FEEDBACK

Your feedback is valuable in helping us to develop the fund and in reporting back to our donors. Therefore, we ask that you complete a simple questionnaire about the impact that the award has made. We will use this to report back to those who have donated to the fund, and to help promote future donations by using comments in publicity.

ADDITIONAL INFORMATION

If the organisation/school subsequently cancels their booking, any payments not covered by the bursary would still be payable subject to SU Scotland's usual cancellation charges.

We welcome suggestions for the future development of the SU Scotland Bursary Fund from groups and individuals.