

Bursary applied for: \_\_\_\_\_

Training costs: \_\_\_\_\_

Travel: \_\_\_\_\_

Childcare: \_\_\_\_\_

Supply Cover: \_\_\_\_\_ (for your organisation)

Total applied for: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cheques payable to \_\_\_\_\_

If you have any questions or queries about completing this form please contact Suzanne Sutton [suzanne.sutton@oxfordshire.gov.uk](mailto:suzanne.sutton@oxfordshire.gov.uk) or call 01865 810650.

Please post completed forms to:

Suzanne Sutton  
OCVYS  
Macclesfield House  
New Road  
Oxford  
OX1 1NA

Or email them to [suzanne.sutton@oxfordshire.gov.uk](mailto:suzanne.sutton@oxfordshire.gov.uk)



### **Workforce Training Bursary Terms and Conditions**

**Aims:** To enable the Oxfordshire children's and young people's workforce to attend training that they otherwise wouldn't have been able to attend because of funding.

**Description:** The bursary is mainly aimed at in house courses, but each application will be assessed on its individual merits. The bursary application will not be granted if funding has been received for the same purpose from another funding body. The bursary will cover costs such as travel costs to the course venue, childcare, supply cover and course cost

**Criteria:** The person or group applying for the bursary must be part of the children's and young people's workforce, working in the private, voluntary or independent sectors.

No more than 2 people from each organisation will be funded to attend the same course at the same time.

**Amount:** Each payment from the bursary will be a maximum of £150

**Closing Date:** There will be several closing dates throughout the year, of which each group will be notified.

**Restrictions:** Applications to the bursary will only be accepted from people or groups in the Private, Voluntary or Independent sectors. No more than 2 people from each organisation can attend the same course on at the same time. Maximum bursary payment will be £150. Funding from the bursary will not be granted if funding for the same purpose has been received from another body. If funding from the bursary is granted, but the delegate does not attend the course, the individual or group will be invoiced the amount granted from the bursary to replace in the fund.



## **Bursary Application Form**

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Training session:

\_\_\_\_\_

Any Accreditation? \_\_\_\_\_

Date to be held: \_\_\_\_\_

Run By: \_\_\_\_\_