

Southern East Anglia Quaker Meeting (Area Meeting)

Bursary Application

for educational and spiritual development and for pastoral care

The following guidelines apply unless the application is for training for a Quaker role or for attending an event as an Area Meeting representative, in which case three signatures are not required.

Guidelines for Elders, Overseers, LM Clerks & LM Treasurers

1. It is the responsibility of three Friends who are Elders, Overseers, LM Clerk or LM Treasurer, to consider each application. Please therefore familiarise yourself with the Bursary Application form and the Guidelines for Applying on the reverse side of that form.
2. By signing the Bursary Application form, you give your support to the application.
3. The first signatory should check that the form has been completed correctly and that all questions are answered. Please ask the applicant immediately if you need further details. These can be provided on a separate sheet to aid the other signatories and Trustees.
4. All three signatories should be confident to sign the form in support of the application once it is fully completed.
5. The third signatory should pass the application to the AM Treasurer or Clerk of Trustees.
6. AM Treasurer will bring all applications to Trustees for final approval.
7. If you have any concerns about the merits of an application, please consult with the convenor of Elders or Overseers, or LM Clerk. You may decide to reject the application at this stage or you may sign in support and pass it to the AM Treasurer or Clerk of Trustees.
8. If you have signed the application but still have concerns, you should send it - together with a note explaining your concerns - to the AM Treasurer for discernment by Trustees.
9. Some applications from Colchester Friends or Attenders may be eligible for Jack Fields or Kendall & Freshfield funding, at Trustees' discretion. All other successful applications will be paid from AM funds.
10. If an application is not successful, the applicant will be informed by a Trustee or, where appropriate, by an Overseer or Elder.
11. If the application includes travel expenses, please ask the applicant to obtain receipts for train or coach tickets or, if travelling by car, to make a note of the journey mileage¹. On receipt of this supporting information, AM Treasurer will be in a position to make payment of the claim.

¹ The AM mileage rate agreed by Trustees in their Minute T2014/118 is 25p per mile.