

Southern East Anglia Quaker Meeting

(Area Meeting "AM")

Bursary Application

for educational and spiritual development and for pastoral care

Quakers have been fortunate through the years to receive legacies enabling them to encourage education and spiritual development within the Meeting. Francis Freshfield in 1808, John Kendall in 1815, and Jack Fields in 2007 all left money to be used for Quaker education in Colchester. Southern East Anglia Quaker Meeting also sees the importance of promoting education and spiritual development throughout all the local meetings in its care, and in addition is mindful that financial help may at times be needed for pastoral care of Friends and Attenders when they are in difficulties.

Applications are welcomed from Friends and Attenders of all ages. Application forms can be obtained from AM Elders and Overseers. A list of these Friends will be on your Local Meeting notice board.

Bursaries may be given for educational purposes of **any** kind – they do not necessarily have to be Quaker based. These educational bursaries and grants for pastoral care are not means tested and are available to all Members and Attenders of the Area Meeting and their families. If you can make a contribution to the cost, this would be appreciated.

Guidelines for applying

1. Please make sure you give all the information asked for on the form. Ask an Elder or Overseer if you need help or advice. Any additional information would be welcome on a separate sheet.
2. The completed application form should be given to an Elder, Overseer or your Local Meeting Clerk or Treasurer. After consideration, three of these Friends will approve and sign it (N.B. See #3 below). It will then be sent to the Area Meeting Trustees for final authorisation for payment.
3. If the application is to train for a Quaker role or for attending an event as an AM representative, the signatures of three Friends are not required. Where appropriate, applicants should ask the course/event provider to send the invoice to the AM Treasurer.
4. As the application may come within the scope of a specific legacy, all applications will be referred to Trustees who have responsibility for administering such legacies. In the event of an unsuccessful application, you will be notified by an Elder, Overseer or Trustee.
5. Confidentiality will be observed. Only the Friends involved in approval and payment will be aware of any individual application.
6. Apply early for an event: late applications often incur additional costs. By making early transport arrangements (booking rail fares in advance, for instance) you can save the Area Meeting and yourself considerable additional expense. Early applications for grants are appreciated. Last minute applications place additional strain on the system. Receipts (not credit card slips) for train fares or used tickets should be sent to the treasurer. If travelling by car, please make a note of the mileage so that the cost of fuel may be claimed¹.
7. Applications after the course/event has finished will not normally be considered except in exceptional circumstances.
8. Bursaries for educational courses running over several years must be applied for one year at a time, and there is no guarantee of repeat funding.
9. As final decisions are normally made when Trustees meet, payment may not be immediate. If the need is urgent please make this known on the application form.

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

<i>Payment date</i>	<i>Source</i>	<i>For AM Treasurer use</i>		
		AM	K&F	JF

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Please give/send the completed form to an Area Meeting Overseer or Elder, or to the Clerk or Treasurer of your Local Meeting. A list of these Friends is on the notice board in your Meeting House.

Name: _____ Contact telephone: _____

Address: _____ Post code _____

Email address: _____

Are you a Member / Attender? *Please circle one of these.* Age (if under 26) _____

If an Attender, which Local Meeting do you attend? _____
and how long have you attended there? _____

If not a Member or Attender and aged under 26, please state family or other connection to a Member : _____

What is the proposed bursary/ grant for? (please give additional information on separate sheet)

_____ *Funding for courses running over several years must be applied for one year at a time – there is no guarantee of repeat funding.*

Full cost of the course/event? (inc accommodation, if appropriate) _____

Cost of travel, if needed (please estimate; can be claimed after the event) _____

Amount applied for? _____ Preferred reimbursement is by bank transfer, see below.

Where appropriate, ask course venue to send invoice directly to AMTreasurer@essexsuffolkquakers.org

Please state if there is a deadline that we should be aware of, or urgency for any other reason.

Signature..... Date.....

To be completed by Southern East Anglia Quaker Meeting:

Three signatures are required (N.B. See #3 overleaf). Please state office held, e.g. LM Clerk, LM Treasurer, AM Overseer or AM Elder. The approved application should be sent to AM Treasurer or Clerk of Trustees for final authorisation by Trustees and payment to applicant.

Signature	Signature	Signature
Name	Name	Name
Office held	Office held	Office held
Date	Date	Date

For personal reimbursement by bank transfer:

Sort code: _____ Account number: _____

This information will be removed once the bursary application has been approved by Trustees and payment made.

March 2018