

Bursary Policy

Autscape has a Bursary scheme to enable people to come to events who would otherwise find it difficult to afford the fee.

Policy statement

Autscape is aware that by virtue of low income or disability companies often offer discounts. Similarly carers or support workers who attend with people are often given a lower fee or free entrance.

However, Autscape is exceptional in that a significant proportion of its participants could qualify for a discount under these terms. Therefore we do not offer any discounts but we set our fees as low as possible for everybody.

We believe that most people should be able to afford to come to Autscape at least every three years. However, we acknowledge that for some people this is still not possible.

Therefore Autscape has a bursary fund which people can apply to for help with the costs of coming to an Autscape event.

Our policy is:

To provide a fair Bursary scheme which is clear and easy to access

To publicise the existence of our Bursary scheme

To gather information which helps us to improve what we do

This policy includes information about:

1. Our aims and objectives
2. Who can apply for a bursary
3. How much will be awarded
4. How to apply for a bursary
5. The Bursary committee
6. Confidentiality
7. Responsibility
8. Monitoring and Learning

1. Our aims and objectives

Autscape aims to provide a bursary scheme that widens the opportunity for people to attend an Autscape event at least every three years.

Our objective is to provide a means whereby people can apply for help with the cost of coming to an Autscape event.

2. Who can apply for a bursary

Anybody who has difficulty meeting the cost of attending an Autscape event can apply for a bursary.

These costs could be a participants own fee, a carers fee, support workers fee, child fee, dependents fee or to cover necessary supplements eg. En-suites or sinks. Other costs such as travel and additional cost of off-site accommodation when Autscope cannot meet the needs of a participant are also considered. The list is not restricted.

As funds are limited a bursary will not usually be given to somebody who has received a bursary in the past two years.

3. How much will be awarded

Fees - There is no set amount but the bursary will not cover the whole fee.

It is intended to cover those who can pay something towards the fee but have difficulty paying the full amount.

Regardless of the individual reasons a participant has applied for a bursary, the amount awarded to each person for each event will typically be between 20% to 50% of the participants Autscope fee, with the participant's post-bursary fee being a minimum of £50.

Supplements - The full cost of the supplement will be covered where a need is shown.

Non participating support workers/carers/dependents - A small bursary discount will be automatically granted for any person who has to come to an event but will not be participating in the full programme.

Travel costs - These will be decided based on the information provided but will not usually cover the full cost.

Offsite accommodation - This will only be for those who cannot be accommodated on site at an event because the venue does not meet their needs. This will usually cover the difference in cost had they been able to stay on site.

4. How to apply for a bursary

An application for a bursary must be made as soon as possible either before registration opens or during the registration period.

The board will set up to three deadlines during registration for accepting applications published in advance.

Applications must be made before the last deadline. In extenuating circumstances the Bursary committee is delegated the authority to extend the deadline.

Please note it will not be possible to apply for a bursary retrospectively. E.g. if when you are due to pay you find you cannot afford the fee you cannot ask for a bursary at that point. If you cannot pay you will lose your place. However, if you lose your place and registration is still open and the deadline for bursary applications has not passed, you may reapply for a place and ask for a bursary at that point.

When registering, bursary applicants must indicate if they have asked or intend to ask for a bursary.

A place will be reserved dependent on the bursary application being successful. Successful applicants will be expected to pay the remaining balance by the date set by the Registrar. Unsuccessful applicants can choose whether to lose their place or fund the place by other means.

To apply for a bursary please email

bursary@autscape.org.uk

Or write to

The Bursary committee
Autscape
9 Daisy Lane
Downham Market
PE38 9ES

Please state why you would need a bursary and give brief reasons why you will have difficulty paying the whole amount. *

*Except if you are applying for the non participating support worker/carer/dependent in which case a small bursary discount will be paid automatically

*Except if you are applying for the difference in on site and off site accommodation because the venue cannot meet your needs. In such cases you should show that it is the most reasonable accommodation in the area that meets your needs.

Please note that proof of low income or living off benefits alone will not be sufficient. Neither will the fact that you have to pay for a carer. You must state why you need extra money. Eg. You have high living costs and a low income or you could not cope at Autscape without the help of a carer or support worker and there is no other source of paying for them eg. Through direct payments.

The Bursary committee will inform you and the Registrar whether your application is successful or not.

5. The Bursary committee

The Bursary committee will comprise of three board members elected by the board. One of these will be the chair and responsible for informing applicants whether they have been successful or not. The chair will also be responsible for informing the Registrar.

Following each pre published deadline, the Bursary committee will convene a meetings to discuss all applications received up to that date. They will then vote on each application taking into account the amount of money available and the number of applicants. Automatic discounts for non participating support workers/carers/dependents will be allocated first along with off-site accommodation requests where the venue cannot meet the needs.

Any unsuccessful applications will be automatically resubmitted for discussion before the next deadline and will continue being submitted until the last deadline. Applications carried forward in this way will be weighted in favour of later applications. However, this does not mean that they will automatically be accepted after any deadline.

The Bursary committee will be advised by the board of the amount of money available for bursaries in each submission period.

The Bursary committee is delegated the authority of deciding the amount of automatic discount for non participating support workers/carers/dependents.

The Bursary committee is also delegated the authority to decide whether an applicant can be awarded another bursary within three years.

The Bursary committee is delegated the authority to extend the last deadline in extenuating circumstances.

6. Confidentiality

All applications for bursaries will be confidential. Only those who need to know in the course of their work with Autscope will be informed of who has and has not been awarded a bursary.

A list of who has been awarded a bursary will be kept for monitoring purposes only.

7. Responsibility

Overall responsibility for this policy and its implementation lies with the board of trustees.

8. Monitoring and Learning

Bursary applications will be monitored and application procedures reviewed periodically to identify any trends which may indicate a need to take further action.

Review

This policy is reviewed regularly and updated as required.

Adopted on