Text

Description automatically generated

**Bursary Award Request Form**

Please read the guidelines carefully, complete the application form and send it to [Louis@camtheatrecompany.co.uk](mailto:Louis@camtheatrecompany.co.uk)

The CTC Bursary Fund is administered by Cambridge Theatre Trust (registered charity no. 1180336). It has been established to enable young people who find themselves in financially challenging circumstances to take part in our youth theatre or company activities. Please read the guidelines before completing the application form. If you are unable to provide evidence of financial need and do not live in Cambridgeshire please do not proceed with the application. We do not wish to waste your time.

We have very limited funds which can only be granted to fund youth theatre or company activity places for young people between the ages of eight and 21 years, living in financially challenging circumstances from Cambridgeshire.

**Objectives**

* To enable young people to engage in Youth Theatre and Young Company provision
* To provide access to arts opportunities that may be economically prohibitive

**Criteria**

* 8-21 years old
* Demonstrate an enthusiasm and commitment to Youth Theatre and Young Company provision across projects
* Can demonstrate personal circumstances that would prevent engagement or access to the arts
* Can demonstrate a clear positive impact from being awarded the Bursary
* Agrees to be an advocate for Young Company and CTC

**Application Process**

* Complete and return a bursary application form with supporting documents attached to Artistic Director
* Applications are assessed and additional information requested, if required
* Applicants informed of the outcome of the application and duration of bursary award, if successful
* If awarded, payment will be made direct to Cambridge Theatre Company, not the applicant

**Our Commitment**

We are committed to making our criteria understandable and accessible whilst supporting applicants to make the best application possible. We will ensure we are being transparent about our processes and, where possible, engaging local people and the fund holders in making the final decision. We will strive to make grants that are relevant to local need and have a direct impact on the community and supporting projects that help people to help themselves. We will ensure that all applications are treated fairly and undergo an assessment process. We will make sure that all grants given are measurable and that successful applicants are aware of our expectations and supporting applicants in line with the donor’s expectations and criteria. We aim to assess all completed applications within 1-2 weeks.

**Step 1: All about the Bursary Award**

**Who can apply?**

* You must be a member of Cambridge Youth Theatre by CTC (or the parent or carer of a young person) who would like to take part in our Young Company or productions.

**How do I apply?**

* Please complete the application form electronically and send it to [louis@camtheatrecompany.co.uk](mailto:louis@camtheatrecompany.co.uk)
* We may contact you to discuss your application. Please ensure that the person named on the application form knows about the submitted information.
* An email will be sent to you to inform you of the panel’s decision.

**Some reasons why an application may be declined include:**

* Failure to show sufficient need for the individual
* Incomplete application
* Unsigned application

**How long is Funding for?**

If you are awarded a Bursary you will not need to pay Youth Theatre or Young Company participation fees for that period of the year, we reserve the right to review this at any point.

**Step 2: Apply**

**Simple!**

**Section One: Applicants Details**

Full Name:

Mobile Number: Date of Birth:

Email Address:

Postal Address Postcode:

**Section Two: About You and your Request for Funding**

Please describe, in as much detail as possible, how your financial situation may restrict access to arts activities. Please refer to the Criteria listed on the previous page (this section is used to assess the scale of bursary we could offer you) you may attach a separate page for more detail:

**Have you received a Bursary before?**

Yes No

*If so when, and for how long?*

**If the Bursary is not awarded, will you be able to finance the fees in any other way?**

Yes No

**If you were only granted an assisted Bursary award, would you still be able to engage with the activity?**

Yes No

**Which Bursary award would you like to be considered for?**

Full Fee (£240) Assisted Fee (£120)

**How will this Bursary award benefit the individual for example in their personal development?**

Please refer to the Criteria listed on the previous page (please continue a separate sheet if needed)

**Section Three: Supporting Evidence**

How long have you been a resident in Cambridgeshire area? …………………….. years ………………………… months

**Section Four: Declaration**

We are authorised to submit this application on behalf of the individual and certify that the information enclosed

is correct. By signing this application form we agree to abide by the Terms and Conditions included in the Grant

Guidelines. We give permission to Cambridge Theatre Trust to record the information in this form electronically.

Signature (Person submitting the Form): ……………………………………… Date: ……………………………….

**Section Five: Reference**

We require a supporting reference for each application. We may contact your referee for additional supporting information. This could be a teacher, family friend or support worker; anyone who knows your circumstances. I can confirm that I know the individual that has applied for the bursary. I have read the application and support the request for funding. I can be contacted to discuss the project further and may be asked to give a written reference.

Signature: ……………………………………………………………. Date: ……………………………………….

Full Name

Mobile Number Date of Birth

Email Address

Postal Address Postcode

Relationship to Applicant

Cambridge Theatre Trust is a registered limited company by guarantee (no. 11240693) trading as Cambridge Theatre Company

Cambridge Theatre Trust is a registered charity in England & Wales (no. 1180336)