

ACoRP bursary scheme guidelines (round two)

(Jan 2019 – extended to March 31st 2020)

The ACoRP bursary scheme will reimburse the cost of a place on a course or conference for a member of staff or a volunteer from an ACoRP member organisation. The aim of the bursary scheme is to increase access to training both locally and nationally that will benefit community rail. The training funded by the bursary will have one or both of the following objectives:

- Increase skills and knowledge for an individual in relation to carrying out their role;
- Improve an organisation's effectiveness and ability to achieve community rail aims.

The bursary is awarded after the course has been completed. You are responsible for paying the course fees in the first instance.

Timescales (round two)

Round Two is open from Mon 7th Jan 2019 (applications for courses starting after 14th Jan 2019 at the earliest) until 31st March 2020. Courses must take place before 31st March 2020. The bursary fund will close once all funds have been allocated so apply as soon as you have identified a course you would like to attend.

ACoRP reserves the right to close the bursary fund at any time but we will give notice if we intend to do so.

Who can apply?

Any staff member, board or committee member or volunteer from an ACoRP member organisation can apply for a training bursary.

- Applications are limited to one person and we will only award up to two bursaries per member organisation during this round, but the applications must be for different people;
- By submitting an application, you are indicating that you have approval from your organisation to participate in your chosen course.

What can you apply for?

- **Course fees** - ACoRP will contribute up to a maximum of £200 towards course fees. The bursary can be used as part payment for a course that costs more than £200. The minimum you can apply for is £25.
 - For a half day course (4 hours or less) the maximum ACoRP will contribute is £100
 - Courses do not have to be accredited
- **Conference Fees** – we will contribute up to a maximum of £200 towards a delegate place at a conference.

The bursary only covers course fees, accreditation costs (if applicable) or delegate fees. The attendee's organisation will be expected to pay for the course, and we will reimburse the agreed amount once the course has been completed.

If you are applying for a bursary towards a longer course, then we expect you to be able to provide proof that you have paid for the course (or an instalment greater than the bursary amount) and some evidence of attendance/course work completion. Please contact us for more details

What the bursary does not cover

- The bursary DOES NOT cover travel, accommodation, expenses, training events that you are organising, exchange visits, books and other learning materials etc;
- We will not fund bursaries for ACoRP events or for personal development unconnected to community rail.

We will only provide a bursary for a course once e.g. if you are doing a course over multiple years you would only be eligible for one bursary for that course.

We cannot accept retrospective applications. We recommend that you make your application no later than 14 days before the course you would like to attend.

Cancellations and Substitutions

The bursary fund does not cover cancellation payments. If you are unable to attend the course, it is your responsibility to cancel your place. If you fail to do so within the timescale specified by the relevant cancellation policy, you will be liable for these fees and you will not be able to claim them back from ACoRP.

If you can find someone else from your CRP/Station Adoption group to attend the course in your place (and if this is acceptable to the organisation delivering the training) then you can transfer the place to them, but you must let us know the name of the substitute by the date of the course at the latest.

We are not able to transfer your bursary offer to another date or course. If you can't attend, and if you don't identify a substitute, then the bursary offer is withdrawn, and you must apply again for a future course.

Providing Feedback

By submitting an application, you are agreeing to provide ACoRP with some brief feedback on your learning experience which we may use as a case study and/or in funding reports.

How to apply

- Read the criteria outlined above;
- Fill in the application form (available to download from the ACoRP website) and return it to the email address provided on the form;
- We will assess your application and get back to you with an initial response within 10 working days. If you are successful, we will send you a claim form to use after the course has been completed;
- It is your responsibility to book a place on the course and to ensure it is paid for;
- Attend the course and then send us a claim form with a copy of the course certificate and a copy of the original invoice or a receipt from the training provider. If certificates aren't available then please provide confirmation of attendance (e.g. email from the trainer, copy of the register). The claim form will ask for additional details about the course including how you will use the learning from the course to benefit community rail. This helps us to demonstrate the benefit of the bursary scheme and may help us to increase the budget allocation in future years;

- Once we've received the paperwork above, we will send the bursary payment in accordance with the details on your claim form.
- We hope to be able to offer a bursary to everyone who applies, however our funding is limited. If we are unable to fund your application, we will let you know as soon as possible.

If you have any queries, please contact training@acorp.uk.com

Application forms are available to [download](#) from the ACoRP website