**FEWI EDUCATIONAL BURSARIES**

As a way to support members and WIs achieve the educational objects of the WI we are introducing a new educational bursary scheme to encourage our members to learn a new craft or skill and then share their knowledge with their WI. It is intended that the bursaries will be offered each subscription year while funds allow. Up to 100 Educational Bursaries will be available for members/WIs to apply for up to a maximum of £100 each annually.

At the beginning of each subscription year on 1st April, all current members/WIs will be invited to apply for a bursary on the form below. Each application will be reviewed by the Federation Officers whose decision will be final. Any applicant turned down for a bursary will be advised of the reason for the decision.

Bursaries will be awarded with the following conditions: -

* Up to 100 bursaries per subscription year.
* Up to a maximum of £100 per bursary.
* Courses attended must be educational in nature to learn a new craft or skill, e.g., crochet or sign language. FEWI courses/events may be booked under this scheme.
* Applicants will be required to share and teach the knowledge they gain from their course/event with their WI.
* Bursaries must be used within six months of them being awarded or before the end of the subscription year, whichever is sooner.
* Applicants will be required to provide a report and photos for inclusion in Essex WI News and on FEWI socials within one month of attending the course.
* Applicants will be required to research and source the course/event that they would like to attend and provide all the details to FEWI for booking and payment directly to the course provider.
* Where the selected course/event costs more than £100, the balance will be invoiced to the applicant’s WI. The applicant must have their WI’s approval for this expense prior to submitting the application. We suggest that WIs will bear such agreed costs as they will benefit from the knowledge gained.
* Applicants will be expected to be able to travel to and from their chosen course/event at their own expense. This is not a claimable expense.
* Programme Secretaries are also invited to apply on behalf of their WIs to use the bursary for booking an educational speaker or tutor that your WI couldn’t otherwise afford subject to the same timescale, booking and reporting conditions.
* Members may not apply for Educational Bursaries in two consecutive years.
* WIs may not apply for Educational Bursaries in two consecutive years.

**FEWI EDUCATIONAL BURSARY APPLICATION FORM**

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| **NAME OF APPLICANT** |  |
| **WI OF APPLICANT** |  |
| **TYPE OF APPLICATION** | Individual / On behalf of WI |
| **DATE OF APPLICATION** |  |
| **COURSE/EVENT NAME** |  |
| **BENEFIT TO WI**  Please provide details of how the skill/knowledge gained on this course would benefit the members of your WI and outline how you plan to share the knowledge. |  |
| **COURSE/EVENT DATE(S)** |  |
| **COURSE/EVENT COST** |  |
| If over £100 approval of the additional cost has been granted by my WI | Yes / No |
| **COURSE/EVENT DETAILS**  Please include as much information as possible, including the name and address of tutor, college, school, etc plus a web link to the event details or attach a flyer, etc showing the details. Please continue overleaf or attach additional pages.  More details may be requested by Federation Officers if required. |  |
| **BOOKING DETAILS**  Please include weblink to booking site or full bank details |  |
| **INTERNAL USE ONLY** |  |
| Course Booked | Yes / No Date: |
| Report Received | Yes / No Date: |
| WI meeting held | Yes / No Date: |