

# **CAMRE BURSARY TERMS OF PROVISION**

## **1. PURPOSE:**

- a) To promote and encourage service user participation in learning and educational opportunities as a means to sustain long term rehabilitation and progression. Within the community and with attention to the needs of people in custody.
- b) To stimulate and facilitate engagement in educational learning experiences through the provision of financial assistance or other resources which would enhance access opportunities or contribute to sustainability. Learning opportunities which can be formal, informal or non-formal.
- c) To generate the ongoing accumulation of financial resources required to sustain the Bursary long term. Seeking to work in partnership with the statutory, voluntary and private sectors to this end. To assist with the development and set up of small business start-ups.

## **2. MEANS:**

- a) The provision of financial grants or the purchase/leasing of materials/services, which are evidenced as being necessary to secure or sustain a learning opportunity or small business start-up.
- b) Resources which are not intended to substitute for established aid mechanisms. The focus of this "scheme" is on complimentary/enabling support.

## **3. EXAMPLES:**

- a) The purchase or lease of essential pieces of equipment.
- b) A contribution to course fees.
- c) Funding for examinations/award costs.
- d) The cost of extra teaching support.
- e) A contribution to associated costs, in accordance with 1a above.
- f) The cost of training/educational materials.
- g) A contribution to small business set ups.

#### **4. CRITERIA:**

- a) No other available source to meet the particular need.
- b) "Match" funding from other sources adding value where possible.
- c) Evidence of agreed/confirmed access to learning provision.
- d) Evidence of need for equipment/support requested.
- e) Outcomes of education/learning plan clear and evidently achievable.
- f) Evidence that the financial support requested will make a difference to the identified need.
- g) In proportion to the "scale" of support sought a commitment from the service user to undertake a task (e.g. voluntary work) to make a contribution of value in return for the award.
- h) Potential identified for the learning experience to be used in promoting the Bursary and its aims to others and a commitment evident to make such a contribution.
- i) Willingness evident to produce ongoing feedback on progress/achievement.
- j) Reference/supporting statement from appropriate third party eg support worker.
- k) Applicant evidenced to be abstinent or stable within a managed maintenance programme. If deemed not stable enough to sustain participation in proposed activity, steps will be taken to facilitate access to supportive follow up intervention.
- l) Development of a business plan for small business set up
- m) Any other information provided by the service user in support of the proposal.

#### Exclusions.

Example of need which would be considered outside of the ambit of Camre are:

Driving Lessons and associated costs.

Furniture.

Vehicle/vehicle costs.

Other items deemed not to fall within the spirit of the bursary.

## 5. PROCESS

- a) Applications for assistance under this scheme will be made on a standard form which will be widely available through the network of organisations associated with the initiative.
- b) Information on the scheme for applicants will be available in the form of a leaflet and an advisory note on completing the application form and the decision-making process.
- c) Applicants may submit more than one application for funding/resources during the course of the 12-month period. In such situations, however, the awarding panel will expect to receive information indicating that subsequent applications in the same year are complimentary and reflect distance travelled.
- d) Decisions on applications for assistance will be made by representatives of the organisations responsible for the bursary.
- e) Decisions will normally be made on the basis of a paper application, but the responsible officers may decide to ask applicants to present for interviews and make additional verbal representations. Such a request might for example be made in circumstances where the award sought was for a particularly significant value or was unusual.
- f) The decision of the responsible officer will be final.
- g) The responsible officers will seek to ensure that applications are considered on a monthly basis. In circumstances where an urgent decision is needed, all effort will be made to expedite decision making.
- h) Representatives charged with responsibility for decision making will be drawn from nominees from the following bodies:
  - ❖ CAIS.
  - ❖ Designated Service User Representatives.
  - ❖ Social Firms Wales.

CAIS will act as the nominated body for the receipt of applications and will take responsibility for coordinating panel sittings, distributing papers and communicating with the applicant.