



**K D LEE FUND APPLICATION FOR EVENT BURSARY  
GUIDELINES FOR COUNTY, COUNTRY, REGION AND NATIONAL CHAIRMEN**

Please study this carefully

1. The purpose of the K D Lee Bursary Fund is to provide help to Trefoil Guild members with the cost of attendance at a Trefoil Guild Training, Gathering or Conference and generally for the direct benefit of members in connection with Trefoil Guild activities.

2. Any Trefoil Guild member may apply for a bursary on behalf of the local, County, Country, Region or National Trefoil Guild which is organizing a Trefoil Guild event or activity.

3. The applicant should complete Part One of the application form as fully as possible.

4. The County, Country, Region or National Chairman (as appropriate) should check that the application form is completed with as much detail as possible under all the headings. If necessary, extra sheets may be attached.

5. Part Two should then be completed by the County, Country, Region or National Chairman with as much information as possible regarding the need for financial help. These comments are very important and will determine the outcome of the application; they need to cover all the points in paragraph 6 if such information does not appear elsewhere on the form.

6. It must be remembered that Guild funds must be applied appropriately.

- a) Could the Guild hold this event if there was no bursary forthcoming?
- b) Is the Guild likely to receive financial help from any other source?
- c) When did the Guild last hold a similar event?
- d) Is the event already planned and booked?

N.B. Each application must stand on its own merits at the time, bearing in mind the number of claims on the funds available.

7. These notes should be left attached to the application form until the form is completed.

ALL DETAILS ARE TREATED IN THE STRICTEST CONFIDENCE.

The completed application form should be sent to:  
The K D Lee Bursary Fund, The Trefoil Guild Office,  
17-19 Buckingham Palace Road, London SW1W 0PT

Written confirmation of the bursary will be sent to the applicant with a copy to the County Chairman.





**PART TWO**

**Comments from County, Country/Region or National Chairman:  
(See paragraph 6 of the Guidelines)**

**Please continue on a separate sheet if necessary**

**Signature of Chairman:**

**PLEASE PRINT:**

**Name: Mr/Mrs/Miss/Ms/Other**

**Tel:**

**Email:**

**Should the Bursary be granted, to whom should the cheque be made payable:**

**PLEASE PRINT:**

**Name:**

**Address:**

**OFFICE USE:**

**Bursary granted/not granted:**

**Amount:**

**Date:**

**Photocopies of this form are acceptable**

**December 2009**