



K D LEE FUND APPLICATION FOR INDIVIDUAL TRAINING BURSARY GUIDELINES FOR COUNTY CHAIRMEN

Please study this carefully

- 1. The purpose of the Bursary Fund is to provide help to Trefoil Guild members with the cost of attendance at a Trefoil Guild Training, Gathering or Conference - hereafter referred to as the Event.**
- 2. The Bursary may cover some or all of the Event costs including accommodation and travel.**
- 3. The applicant should complete Part 1 of the application form as fully as possible.**
- 4. The County Chairman should check that Part One of 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 Chairman with as much information as possible regarding the need for financial help. The County Chairman's 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 is appreciated that finance can be a delicate subject, particularly to the elderly, but the County Chairman should have some idea of the applicant's situation.**
 - a) Could the applicant attend the Event if there was no bursary forthcoming?**
 - b) Is the applicant likely to receive financial help from any other source?**
 - c) Is the Event already booked and, if so, when was it 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.



Trefoil Guild

K D LEE BURSARY FUND APPLICATION FORM for individual attendance at a Training, Gathering, Conference or other Trefoil Guild activity

Please complete fully ON BOTH SIDES and return it to
The Trefoil Guild Office, 17-19 Buckingham Palace Road, London SW1W 0PT

PART ONE - TO BE COMPLETED BY APPLICANT Please refer to Guidelines	
Name	
Address	
Tel:	Email:
Position in the Movement:	
Name of Guild:	
County:	
Country/Region:	
Circumstances creating need for a bursary:	
Please continue on a separate sheet if necessary	
Event Title:	
Event Date:	
Estimated cost (in sterling) of attending the event:	
Amount of Bursary required:	
Date Bursary required:	
What financial support, if any, do you expect to receive from:	
a) Your Guild?	b) Your County?
c) Your Country/Region?	d) Any other source?
Application made by: PLEASE PRINT Name: Mr/Mrs/Miss/Ms/Other Address	
Tel:	Email:
Position in the Movement:	
Signed:	Date:

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December 2009

PART TWO

County Chairman's comments: (See paragraph 6 of the Guidelines)

Please continue on a separate sheet if necessary

Signature of County 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