



Individual Project Award Application Form 2019

CBFIA003

Guidance notes for applicants for an Individual Project Bursary Award

1. These guidance notes should be read in conjunction with the *Individual Project Award Application Form*.
 2. To apply for an award from the Fund you will need to fulfil the following criteria.
 - a. You **MUST** be a Roman Catholic or the member of a faith that is in full communion with Rome.
 - b. You **MUST** be aged between your 16th and 25th Birthday on the day you commence your Project.
 - c. You **MUST** demonstrate to the Trustees that you will be spending at least 15 full working days actually engaged in the delivery of your project. This excludes all pre-project training, travel time and any period of acclimatisation.
 - d. You **MUST** give full details of two Referees. You must contact them BEFORE you submit your application and ensure they give permission for us to contact them by Email to provide written references for you. Without these references no award will be paid or money released. It is your responsibility to ensure that your Referees reply to our Email request. The sooner they supply these references the better, to avoid any delay in making payment.
 - e. You **MUST** complete all sections of the *Individual Project Award Application Form* as fully as possible or clear reasons must be given where you cannot provide information.
 3. All projects must clearly involve the implementation of Christian, and particularly Catholic, principles. They must be of benefit to others and assist the personal and spiritual development of the applicant. Projects may be undertaken by an individual, jointly with others or under the aegis of other organisations.
 4. All awards are made irrespective of the country in which the applicant resides, or any connection the applicant may or may not have with the Catenian Association. Awards are based solely on the quality of the application received and are entirely at the discretion of the Trustees of the Bursary Fund.
 5. Although the applicant must be Catholic, or the member of a faith in full communion with Rome, those benefitting by the work of the Project are not limited by country, culture or creed.
 6. When giving details of the project, applicants should provide as much information as possible to assist the Trustees in making their decision. This should include details of any organization arranging the project and an outline of what the applicant anticipates doing during their time on the project/activity.
 7. Projects that are of themselves an intrinsic part of an educational course will not be considered, irrespective of the amount of coincidental collateral good they do for those being assisted, eg. medical electives. However an award may be made for a specific project undertaken during the year between School and University, or during the time between University and employment or Projects that are not a part of the curriculum of the qualification being studied and organised in the long vacations.
 8. The Catenian Bursary Fund will not provide direct funding for any other charity or cause. We exist to help young Catholics help others.
 9. Awards are not made retrospectively. The dates of the Trustees' forthcoming meetings are shown on the *Individual Project Award Application Form*. It is your responsibility to ensure that you apply in accordance with the timescales given in paragraph 10 so that your application can be processed in time.
 10. The Application must be completed and received online by the Administrator **THREE WEEKS** before the date of the Trustees' next meeting AND no less than **TWO MONTHS** before starting the project. The dates of these Meetings for the next twelve months are printed at the end of the *Individual Project Award Application Form*.
 11. If an award is accepted, the recipient agrees that he or she will have no claim against the Catenian Bursary Fund arising from the provision of this award.
 12. All successful applicants will be expected to report back to the Fund after the Project. This report may take the form of:
 - a. A written illustrated report of about 1,000 words.
 - b. A video report showing the applicant's life on the project. Applicants who decide to complete a video report are reminded to get the permissions of individuals shown in the video and permission to use any accompanying background music track before they submit their report.
 - c. Finally applicants may be required to prepare and give an audio/visual presentation of at least 15 minutes to a local Catenian Circle or church group.
- All reports, (in whatever form), in whole or in part, and any photographs or video images supplied will become the sole property of the Catenian Bursary Fund Ltd and may be used to further promote the Fund.



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Please complete this form **IN YOUR OWN WORDS** as fully as you are able. The more information, the better the chance of a successful application.

Please start by carefully reading and accepting the terms of our **Data Protection Certificate** below.

DATA PROTECTION CERTIFICATE

In completing the application process for an individual Project Award, you will be sharing your personal information with us. We need this information so that we can evaluate your proposal, assess your award, and then process and pay it, and we may also contact you after your return with further matters. Before you go any further you must read and agree the following Data Protection statement signifying that you agree to share your personal data on these terms. Without this certificate we cannot process your application.

The Bursary Fund database holds your personal information in order for the Catenian Bursary Fund Limited to receive and manage your request for financial support, to evaluate it, to assess the award we will make, and, if you are successful, to pay your award to you. We may then use your data after your return from your project to contact you to ask for your support of our future operations or to ask for your permission to use your project details and report for our publicity purposes.

We will retain your data for at least 2 years.

We may also share your information with selected members of the Catenian Association, who will arrange for a presentation to pay any award granted and for management purposes. Both the Catenian Bursary Fund Limited and the Catenian Association Limited are bound by the *General Data Protection Regulations (May 2018)* to ensure that any data we hold on individuals is relevant, accurate and not excessive. Additionally, it must be fairly and lawfully processed, held for defined purposes, be accurate and up to date, not kept for longer than necessary, processed in line with your rights and must be secure. We will ensure that all data held on our database is treated in accordance with these principles. Please rest assured that we will never sell or misuse any personal data, or use it in any manner that is inconsistent with our aim of supporting the development of Catholic youth worldwide. We do not intend to contact you too often; we merely need your formal agreement for us to use your data to establish routine correspondence.

You may opt out of this agreement at any time, but doing so will mean that we cannot consider your application further. If at any time, you wish to do so please email contact@catenianbursary.com or call **024 7622 4533** with your request.

I AGREE TO SHARE MY PERSONAL DATA WITH THE CATENIAN BURSARY FUND LTD



Individual Project Award Application Form 2019

CBFIA003

1 About You

Full Name: Age: Date of Birth
DD/MM/YYYY

Full Postal Address:

Postcode: Contact Phone: Email Address:

NOTE: We only make grants to Roman Catholics or those of a faith that is in full communion with Rome. You must be a minimum age of 16 and under 25 at the day of departure on your Project.

I confirm that I am a Roman Catholic or a member of a faith that is in full communion with Rome.

2 Referees

You must provide us with the contact details for two referees, one of whom should be your Parish Priest or School Chaplain who can confirm that you are a Catholic, and the other the Group Leader or organiser of your Project. **It is your responsibility to inform them both and get their permission for us to contact them to confirm your application by Email. We will not accept referees without a valid Email address.**

Referee 1 – Parish Priest / School Chaplain

Full Name:

Address:

Postcode: Contact Phone:

Email Address:

Referee 2 – Project Group Leader / Organiser

Full Name:

Address:

Postcode: Contact Phone:

Email Address:

If you have any queries regarding your eligibility or relating to the completion of the form please contact the Bursary Fund Administrator at contact@catenianbursary.com or at the address and telephone at the top of this page and also printed at the end of the *Individual Project Award Application Form* itself.



Individual Project Award Application Form 2019

CBFIA003

3 Where did you obtain your information about the Fund?

Please choose from one of the following:

A Catenian
(please provide their name)

Internet

Parish Poster

School/College Poster

A Friend

Other
(please state)

I agree to refund the whole of any grant awarded if the Project does not materialise.

I confirm that I have the means to cash a personal cheque.

4 Your project

Now, we'd like you to tell us all about your proposed Project in your OWN words in the following boxes. You can tell us as much, or as little, as you like, but we would suggest that you try to limit yourself to an absolute maximum of 100 words per box and, as the Fund's Trustees will all read what you have written, that you are both as comprehensive and as succinct as possible.

A What is the aim of your Project? What will it achieve? How will you judge its success or failure? Tell us exactly where and what you propose to do. Where will it take place (country and location); purpose of the project; who will benefit from your work and under whose auspices will the project be undertaken etc.

B Your Activity. Tell us exactly what you will be doing whilst you are working on your Project. How do you feel that what you individually propose to do will assist the aims of your intended Project?



Individual Project Award Application Form 2019

CBFIA003

4 Your project (continued)

C Benefits for Recipients Please tell us what benefits your work will bring to the intended recipients of your Project.

D Benefits for Yourself Please tell us how you think you will benefit through this work, both spiritually and in terms of your own personal development.

E Christian Principles Please tell us how what you propose match Christian principles.

F Additional information Finally, you can use the space below to tell us any other reason why you feel your Project is particularly worthy of support?



Individual Project Award Application Form 2019 CBFIA003

4 Your project (continued)

The Project Organisers

Organiser Name:

Contact Name:

Full Postal Address:

Postcode: Contact Phone: Email Address:

Organiser website:

Project Timings Please tell us all dates in regards to the project. Enter Date as (DD/MM/YYYY) format.

Date of departure for project: Date of return from project: Date on which you will actually start work on your project:

Total time in days/weeks/months you will be actually working on the project. N.B. the Fund will only support projects that are at least 15 working days long, excluding travelling time etc. Days Weeks Months

Hours you expect to be actually working on the project each day: Hours

Additional information Other relevant information concerning any reasons to support your application.



Individual Project Award Application Form 2019

CBFIA003

5 Financing your Project

▶ Please give us a breakdown of your Project Costs

Travel to and from project site

£

Medical (e.g. injections)

£

Essential clothing

£

Personal subsistence while travelling to and from the project and working on it

£

Other expenses (please specify)

£

What do you estimate to be the overall cost to you of participating in the project

£

▶ Have you raised money from any other sources for this project?

If so please give details including the amount(s) raised:

	£
	£
	£

TOTAL AMOUNT RAISED

£

▶ Are any other organisations/charities involved in funding your project?

If so, please give name of each organisation/charity and the amount they are contributing

	£
	£
	£

IMPORTANT I understand that I will be held personally liable for whole amount of any grant awarded if the project does not materialise for whatever reason, and that I will then be required to refund the grant in full.



Individual Project Award Application Form 2019 CBFIA003

6 DECLARATION

You must read and sign this declaration for us to consider you for an award.

I understand that a part of the condition of any award is that at the conclusion of my project I will be required to provide to the Bursary Fund:

- Either a written and illustrated Project Report of about 1,000 words, or
- A video report (MP4) showing life on my Project, or
- An illustrated oral presentation to a local Catenian Group or Church gathering.

All or part of these reports may be published in the Catenian Association's magazine Catena or used in any way to promote the Bursary Fund. Once submitted these reports or presentations, in whatever form, become the copyright of the Catenian Bursary Fund Ltd.

I declare all of the details given in this form above are correct.

Date
DD/MM/YYYY

Signature (Please type your name if you can't scan in your signature)

Personal
Email Address:

WHEN COMPLETED this form should be returned by email to the Administrator at contact@catenianbursary.com.

PLEASE NOTE all awards are made at the discretion of the Trustees of the Catenian Association Bursary Fund Ltd and correspondence about awards cannot be entered into.

All applications should be received by the Administrator THREE WEEKS before any meeting and no less than TWO MONTHS before starting the project. Receipt of applications will be acknowledged by email.

Dates of forthcoming meetings in 2018/2019

13 November 2018	9 July 2019
8 January 2019	10 September 2019 (AGM)
12 March 2019	12 November 2019
7 May 2019	

Tony Charnock

F A Charnock OBE

Secretary – The Catenian Association Bursary Fund Ltd