



Lourdes Award

Application form 2019

CBFLA004

Guidance notes for applicants for a Lourdes Bursary Award

- 1 These guidance notes are designed to assist you to make an application for a Lourdes Award.
They should be read in conjunction with the *Lourdes Application form* (GDPR). Please note especially that all applicants:
 - a. must be Roman Catholic or a member of a faith that is in full communion with Rome.
 - b. must be a minimum age of 16 and under 25 at the time of the pilgrimage. Applicants who are in Year 11 and who will become 16 by 31st August in the year of the pilgrimage will also be accepted.
 - c. must also be involved in caring for assisted pilgrims, not simply going on a pilgrimage to Lourdes.
- 2 The application must be physically signed by the two referees requested on the *Lourdes Application form*.
- 3 All awards are made entirely at the discretion of the Trustees of the Bursary Fund.
- 4 The Catenian Bursary Fund cannot provide direct funding for another charity.
- 5 Grants are not given retrospectively. The dates of the Trustees' forthcoming meetings are shown on the *Lourdes Application form*. Please ensure you apply in accordance with the timescales shown in note 6.
- 6 The Application must be completed and received by the Administrator **THREE WEEKS** before the date of the Trustees' next meeting **AND** no less than **TWO MONTHS** before the pilgrimage is due to start.
- 7 All sections of the *Lourdes Application form* must be completed as fully as possible. Where you can't complete the form you must give us clear reasons why.
- 8 If an award is accepted, the applicant agrees that he or she will have no claim against the Catenian Bursary Fund Ltd arising from the provision of this award.
- 9 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.
- 10 Completed forms are to be returned, by post, to the Bursary Administrator whose address and telephone number is shown at the end of the form, or at the top of this page.



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Our scale of Awards for the year 1 April 2019 to 31 March 2020 will be £75 for someone going on an HCPT Pilgrimage and £40 for someone going on a Diocesan Pilgrimage.

To apply for an award you must complete all the boxes on the following form.

Now, please start by carefully reading and agreeing 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



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1

About You

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 time of the pilgrimage. (Applicants who are in year 11 and who will become 16 by 31st August in that pilgrimage year will also be accepted.)

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

Full Postal Address:

Postcode: Contact Phone: Email Address:

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

Please confirm what duties you anticipate undertaking while on Pilgrimage.

2

Confirmation

You must provide two referees for your application: Your Parish Priest or School Chaplain who can confirm that you are a member of the Catholic faith, or a member of a faith in communion with Rome, and your pilgrimage organiser who can confirm your understanding of your duties.

It is your responsibility to get these two referees to sign this form to confirm what you have entered.

Parish Priest/School Chaplain name:	<input type="text"/>	Organiser Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Contact Phone:	<input type="text"/>
Email Address:	<input type="text"/>	Email Address:	<input type="text"/>

I confirm that I know this applicant to be a member of the Catholic church or of a faith that is in full communion with Rome

Priest or School Chaplain Signature:

I confirm that this applicant will be taking part in a pilgrimage as a helper or support worker for an assisted pilgrim.

Pilgrimage Organiser Signature:

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 below and also printed at the end of the Lourdes Award Application Form itself.

3



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3 Your Pilgrimage

Pilgrimage Organiser (HCPT Group or Diocese name)

HCPT Group
Number
(if applicable)

Date of commencement
of pilgrimage (DD/MM/YYYY)

Date of completion of
pilgrimage (DD/MM/YYYY)

4 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

Pilgrimage
organiser

Other
(please state)

5 DECLARATION

**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.**

Date
DD/MM/YYYY

Signature

On completion, the form should be returned, by post, to the Administrator at The Catenian Bursary Fund Limited, 2nd Floor, 1 Park House, Station Square, Coventry, CV1 2FL. All Awards are made at the discretion of the Trustees of the Catenian Bursary Fund and correspondence about awards cannot be entered into.

Applications should be posted in time to be received by the Administrator **THREE** weeks before any meeting and **TWO MONTHS** before any pilgrimage is due to start. Receipt of applications will be acknowledged by email.

Dates of forthcoming meetings in 2019/20

12 November 2019
14 January 2020
10 March 2020
5 May 2020

14 July 2020
8 September 2020 (AGM)
10 November 2020

Terence Donnelly

Secretary – The Catenian Association Bursary Fund Ltd