



BURSARY POLICY AND APPLICATION FORM 2022/23

To apply for a bursary please scroll to the bottom of this document where you can find the link to the online application form.

Wac Arts uses the arts to empower young people to transcend the barriers they face to opportunity and in so doing, plays its part to reduce persistent inequality in our society. In practice two principles are used to inform our decision-making:

1. Classes and activities are priced at levels to ensure they are genuinely affordable for people and families on low incomes
2. Everyone at Wac Arts pays the same fee regardless of their ability to pay

We recognise however that for some people, even our very low fees may represent a barrier to entry. This policy sets out the financial support available to people with specific circumstances and the eligibility criteria for a Wac Arts bursary.

Introduction

1. Wac Arts endeavours to optimise the use of the Bursary Fund to provide meaningful support to prospective and current members facing financial barriers, which hinder engagement with activities
2. Each financial year, Wac Arts reviews the amount of bursary funding available according to the overall financial health of the organisation
3. All bursaries are awarded on a discretionary basis and Wac Arts is free to decide which applicants should receive bursary funding and the amount they should receive.
4. Wac Arts accepts bursary applications for the following:
 - o Programme Classes
 - o Wac Nites
 - o Summer Schools
 - o Holiday Programmes
 - o Masterclasses

Terminology

5. *'The Recipient'* is the person who is participating in the classes such as the child, ward or student.
6. *'The Applicant'* is the person making the application on behalf of the child, ward or student such as a parent, guardian or care giver.
7. The recipient and the applicant may be the same person.
8. Where an applicant has multiple recipients who attend Wac Arts they make one application for all their children/ wards.

Bursary Fund Management

9. The Bursary Fund is overseen by the Chief Executive with support from the Head of Learning and Participation and the Finance Manager.
10. The management team reserve the right to amend the bursary application process and the criteria for eligibility at any time.
11. Bursary eligibility criteria and the application process is reviewed annually and any recommendations for changes are submitted to the Chief Executive for approval.

Eligibility

12. Wac Arts can offer bursary support to the following:



- The recipient is currently in care or is a care leaver – 40% reduction
- The recipient is aged between 5-26 and currently seeking asylum in the UK – 40% reduction
- The recipient is a full-time carer for a parent or sibling – 40% reduction
- The parent/ guardian/ young person is in receipt of universal credit– 25% reduction

Conditions

13. The applicant/ recipient must be able to prove financial hardship in order to be awarded a bursary.
14. Incomplete applications will not be considered.
15. Evidence of financial hardship such as an official letter confirming status and or entitlement, evidence of universal credit in written form from, a supporting reference letter from a working professional, who knows the recipient well and who is able to verify the applicant's personal circumstances truthfully and accurately.
16. Bursary awards are only valid for one academic year, and applicants must reapply at the start of each year.

The Wac Arts Bursary

17. Wac Arts is able to award a reduction in fees by up to 40%, according to the eligibility status of the applicant/ recipient.

The Application Process

18. Applications are primarily accepted through the online application form, although alternative options can be made available for those with barriers to access.
19. The applicant must supply evidence of their financial hardship to support their application.
20. Where the applicant is unable to supply evidence of financial hardship, due to exceptional personal circumstances, a supporting letter from a working professional, who knows the applicant well and who is able to verify the recipient's personal circumstances truthfully and accurately will be considered.
21. The letter must contain official contact details, job title of the referee and state the relationship to the applicant.
22. The writer of the supporting letter should not be related to the recipient and should be a person of good standing in the applicant's community, or work in (or be retired from) a recognised profession.
23. Wac Arts does not require a character reference at any point during the bursary application process.
24. Wac Arts does not make decisions based on the quality of a person's contribution to our programme and recognises that such qualitative references are subjective
25. It is the responsibility of the applicant or applicants' representative to notify referees that they may be contacted by Wac Arts representatives, in order to verify the recipient's circumstances.

The Review Process

26. Bursary applications are reviewed on a first come first served basis
27. Bursary applications undergo a two-stage review process
28. First Stage Review is conducted by the Administration Team.



29. Second Stage Review is conducted by a peer review or Line Manager. The second stage reviewer reviews the recommendations and either confirms or suggests alterations to the allocation of bursary funds
30. Where there is a discrepancy between the first and second stage review the Head of Learning and Participation will make the final decision as to the bursary award.

Bursary Outcomes

31. Applicants are notified of their bursary outcome within 10 working days of Wac Arts' receipt of the application
32. Bursary outcomes are sent via email to the address provided with the application
33. Applicants receive the outcome of their bursary application only.
34. Bursary Outcomes are as follows:
 - All bursary funding applied for awarded
 - Part bursary funding applied for awarded
 - No bursary funding applied for awarded
35. Applicants will be asked to accept their bursary allocation within 3 working days of the award outcome being received. Alternatively, applicants will have the option to appeal.

Appeals

36. Applicants are entitled to appeal their bursary outcome for the following reasons:
 - A significant change of circumstances since the submission of the application
 - If they are now able to provide evidence requested by the Wac Arts Bursary Panel
37. Appeals should be submitted by email to admin@wacarts.co.uk with the subject 'Bursary Appeal'
38. Appeals undergo a review by a member of Wac Arts Management, who was not on the original review panel, and their recommendation is made to a member of the Senior Leadership Team
39. Applicants are notified of the outcome of their review within 5 working days
40. Outcomes of appeal decisions are final
41. Applicants may only appeal a bursary award once per academic year

Prohibitions

42. Applicants who are found to have made false statements or submitted fabricated evidence on their application form will be barred from all future bursary funding and may have their place on the Wac Arts Programme revoked
43. Applicants who attempt to influence the bursary application process through bribery, blackmail, coercion or extortion will have their place on the programme revoked and will be barred from all future engagement with Wac Arts

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