



*Epping Forest District Council*

[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

**Leisure Bursary Scheme  
for Sports and the Arts  
available to 13 – 25 year olds**



# Bursary Scheme for Sport and the Arts

## INTRODUCTION

The Epping Forest District Council Leisure Bursary Scheme provides two £1500 awards each year, one for sport and one for the arts, to enable talented young people to reach their potential. The closing date for applications is the last Friday in January each year, with interviews for successful candidates being held in mid February.

## ELIGIBILITY

To be considered for a Bursary:

- You must be aged 13-25 years on the closing date for applications
- You must live in the Epping Forest District.

If you go to college or university, you can still apply for a Bursary provided that you usually return to the Epping Forest District to live during the holidays.

- You must already have achieved a high level of skill.

The following are just a few examples of the minimum standards we would expect you to have reached:

**Sport** - Taking part in national level competitions with a clear potential for selection for the national team.

**Music** - Grade VIII for classical and jazz instruments

**Visual Arts and other Performing Arts (e.g. dance and theatre)** – Pursuing course of study at a higher educational level and/or receiving public or professional recognition of your work.

- You must not be related to an elected Member or employee of Epping Forest District Council.
- **Previous winners of a Leisure Bursary may not re-apply for a period of 3 years. Winners of Special Small Grants can re-apply for a Bursary the following year.**

## USE OF BURSARY FUNDS

The Bursary Scheme is intended to help you pay for additional opportunities to further develop your talent **not to fund your existing or planned** programme of activity. These are just a few examples of the kind of projects we would consider eligible for a Bursary Award:

- The purchase of specialist equipment or clothing which is essential for the continued pursuit of excellence in your sport or art form.
- Research projects (arts)
- Competition expenses (sport)
- Extra tuition or coaching
- Travel and accommodation (UK & overseas)

Please note that formal, full-time educational courses at Universities, Colleges or other institutions are not eligible unless all the course fees have to be paid in full by the student e.g. Royal Academy or Dramatic Art.

## INFORMATION TO ENCLOSE WITH YOUR APPLICATION

**Visual artists** – you must enclose a portfolio of your work (or slides or photographs of your work).

**Performing artists** – you must enclose an audiocassette or video of your work (this does not need to be of professional quality) plus photographs if available.

**All sports & arts applicants** – you must enclose 3 letters of support (please see the last page of the application form for further details).

## INTERVIEWS

Short-listed applicants will be invited for interview mid-February between 6-9:30pm

## SELECTION PANEL

The Leisure Bursary Award Interview Panel comprises of several local individuals from the following:

- Chairman of Epping Forest District Council
- Leisure and Health Portfolio Holder Epping Forest District Council
- Community Well Being Portfolio Holder Epping Forest District Council
- Specialist arts and sports officers from EFDC Leisure Services
- Editor of the West Essex Guardian Newspaper

## CONDITIONS OF THE BURSARY SCHEME

- The Bursary Award may only be used for the purpose stated on your application form
- Award winners will be expected to keep the Council notified of their success during the year and be willing to be featured in the local media
- Award winners may be required to demonstrate their skills or exhibit their work at an appropriate Council/local event during the year

## AWARDS

- Short-listed applicants will receive a special Certificate of Achievement from the Chairman of Epping Forest District Council. Bursary and Special Small Grant winners will be presented with their awards at The Council's Civic Ceremony.

## CLOSING DATE FOR APPLICANTS

- Last Friday in January

## RETURN OF APPLICATION FORMS AND FURTHER INFORMATION

**SPORT** Sports Development Manager  
EFDC Leisure Services  
25 Hemnall Street  
Epping  
Essex  
CM16 4LU  
Tel: 01992 564214  
Fax: 01992 564250

**ARTS** Arts Officer  
Epping Forest Arts  
25 Hemnall Street  
Epping  
Essex  
CM16 4LU  
Tel: 01992 564551/2  
Fax: 01992 564554



**Epping Forest  
District Council**

Supporting excellence in sport & the arts

# Application Form

Please use black ink to complete this form & write clearly

First name

Surname

Permanent address

Post code

Correspondence address (if different from above)

Post code

Daytime tel no (including STD code)

Evening tel no (including STD code)

Date of birth

Age on 28th January

Years

Months

For which Sport/Art form are you applying for a Bursary?

Which school do you / Did you attend?

Please give details of your College / University course which are relevant to your application

Current employment status (please tick)

Working full time

At school, college or university

Working part time

Unemployed or in unpaid training

How are you paying for your current programme of activity?

How much is it currently costing you each year to pursue your sport or art form?

£

What other Grants, Sponsorships or Scholarships

a) Have you applied for during the last 2 years and with what result?

b) Are you / will you be applying for? Please give the name of the organisation to which you will be applying, how much funding you will be requesting and when you expect a decision







## Other relevant information

Please use this space if you wish to include any additional supporting information

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### IMPORTANT

#### YOU MUST ENCLOSE THE FOLLOWING THREE LETTERS OF SUPPORT WITH YOUR APPLICATION

- (1) From a recognised sports/arts institution.
- (2) From a qualified tutor or coach.

The above referees should briefly confirm your achievement during the past 3 years and fully detail your potential for the future.

- (3) Character reference

Your character reference should focus on why you would be a worthy winner of a Bursary and a good ambassador for Epping Forest District Council. Your referee must be someone other than a family member or friend, e.g. head teacher, college or university, personal tutor, doctor.

**Please ensure your 3 referees include their name, address, daytime telephone number and details of their relationship to you.**

#### IF YOU ARE AWARDED A BURSARY, TO WHOM SHOULD THE CHEQUE BE MADE PAYABLE?

I confirm I am not related to either a Council Member or employee of Epping Forest District Council

Signature

Date

### CHECKLIST

Have you:

- Completed every relevant section of this form?  
Enclosed your 3 letters of support?
- Enclosed your portfolio, audio cassette or video of your work (for arts applications only)?
- Enclosed written quotes from suppliers if you would buy equipment and/or clothing?
- Remembered that the closing date for applications is last Friday in January?

### PLEASE RETURN YOUR APPLICATION TO:

#### SPORT

Sports Development Manager  
EFDC Leisure Services  
25 Hemnall Street  
Epping, Essex  
CM16 4LU

**ARTS** Arts Officer  
Epping Forest Arts  
25 Hemnall Street  
Epping, Essex  
CM16 4LU