

How to make an application for a Bursary

from

**The Fleur Lombard Memorial
Bursary Fund**

Guidelines

Issue 3

February 2008

Introduction

This document is designed to make sure that your application deals with all the questions that the Trustees will want answered and therefore gives you the best chance of succeeding quickly in your application. It doesn't have to be written in "Microsoft Word" but if you have access to a computer you can make life easier for yourself by simply editing the guidelines and saving them under a new file name. If you have only received the guidelines in hard copy and you would like them in electronic form e-mail a request to helen.howells@avonfire.gov.uk .

Suggestions:

Delete pages 1 and 2 of this document. (i.e. this page and the previous page – that will leave you with just the application)

Edit all the text in the application that is in italics to put your own information in under the appropriate headings. Text that isn't in italics can be left there, it's for your guidance but you must be able to comply with whatever it says.

Good luck! You are perpetuating the memory of a brave colleague.

If you have any queries please e-mail them to either of the addressees above.

Application for a Bursary

THE

FLEUR LOMBARD

MEMORIAL BURSARY FUND

PROJECT TITLE (if you have one)

Submitted by:

Your name

Your role

Your work address

Contact telephone number

Date: *Date of application*

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A. Introduction

1. "Objects of Charity"

"To advance the education of junior members of the Fire Service by the grant of bursaries to enable them to travel and study Fire Service-related issues at other fire brigades elsewhere in the United Kingdom, in Europe or Worldwide.

Applications must fall within those objects.

All applications submitted will be considered by the Trustees on their own merits. However the Trustees may give higher priority in the award of bursaries to Projects directed at one or more of the following and which demonstrate a benefit as set out in part E of the application:

- Reducing fires
- And/or reducing death and injury by fire
- And/or preventing damage to property and environment by fire
- And/or reducing the risk of death or injury to firefighters
- And offering career development stemming from the study

This bursary is aimed at self-directed study. Accordingly, in view of the limited resources available to the Fund, the Trustees will not normally award bursaries where alternative sources of funding for the Project are available.

Note! A junior member of the Fire Service is defined as up to Watch Manager for operational staff and up to grade Hay 6 or equivalent for support staff.

2. Proposal

Insert in here a brief outline of what you want you do – no more than a paragraph or two

3. Background situation

Give the Trustees details of the background to the situation that you want to research – no more than three paragraphs

B. Overall Aim and Specific Objectives

1) Overall aim

Try and put into a single sentence what the overall aim of your project is.

2) Specific objectives

*List here the specific objectives of the project. What are you going to learn? Try and use the S.M.A.R.T rules for objectives. They should, if possible, be **Specific, Measurable, Achievable, Relevant and Time bound (deadlines)***

C. Methods

1) How the aim and objectives will be met

Tell the Trustees what you're going to do

2) Travel dates and details

Tell the Trustees about any travel you have to make, with dates if known (costs come later)

D. Qualifications

1) Personal details

Tell the Trustees about yourself. If you have any previous experience that is going to help you succeed in this project tell us about that too, but don't worry if you can't draw on existing experience

E. Cost

1) Financial details

Tell the Trustees what it's going to cost (break this down into separate elements if appropriate – like flights, accommodation, other expenses etc) and when you will need the money

F. Benefits

1) How this will benefit your Brigade or your community

Tell the Trustees how this project will help your Brigade or community in the future and how that will come about

2) How (if applicable) it will benefit the Fire service or community in general

Tell the Trustees how this project will help the Fire Service or the community in general in the future and how that will come about

G. "Chief Officer Support"

Please confirm that you have discussed your application with your Chief Fire Officer, who is supportive and willing to supervise the Project throughout.

H. Appendices

List here any supporting information you attach to your application that you think will help the Trustees make a favourable decision.