Small Education Grants & Bursaries Application Form

Grant/Bursary Requested (Please tick)	
Theme 1: Education Equipment Grant (Up to £500)	☐
Theme 2: Education Transport Grant (Up to 75% of the cost. Max. £500)	☐
Theme 3: Sponsored Competition Prize (£50 & trophy if applicable)	☐
Theme 4: Sponsored Achievement Award (£30 & trophy if applicable)	☐
Theme 5: Professional Skills and Accreditation Bursary (Up to £500)	☐
Theme 6: Equality and Diversity Grant (Up to £500)	☐

Section 1 – Applicant Details	
Applicant Name	
Applicant Address	
Applicant Contact	

Section 2 – Grant Details	
Grant amount requested	£

Section 3 – Further Information (Theme 1 & 2)

(Please supply information regarding equipment being purchased or transport grant requested, along with costs. Please attach supporting evidence e.g. invoices, price listings etc.)

Section 4 – Further Information (Theme 3 & 4)

(Please supply information of award and the academic subjects linked to it. Please state if you require a trophy.)

Section 5 – Qualifying Criteria (Theme 5)	
Please supply details of the accreditation being sought.	
Is your salary / annual income under £50,000 per annum	Yes / No (If Yes, please provide evidence e.g. P60)
If you have an employer, have they refused to fund the course	Yes / No / Not Applicable (If Yes, please provide evidence e.g. a letter confirming they will not pay for the course)
Section 6 – Further Information (Theme 6)	
(Please supply details of your initiative to advance equality and diversity)	

Name …………………………………………………………………………………….

Signature ……………………………………………………………………………

Date …………………………………………………………………………………………

To apply, please complete this application form, then send a scanned copy of the completed application form and supporting evidence to james.miller@rbt.org.uk or post your printed, completed application form and supporting evidence to: Education Team, Rochester Bridge Trust, St Andrew's House, The Precinct, Rochester, ME1 1SU. Please make the email subject line or clearly mark the envelope with the name of the grant theme your organisation is applying for.

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Has the applicant applied before?	Yes / No
Has supporting evidence been supplied by the applicant?	Yes / No
Is this grant recommended for approval?	Yes / No

General Conditions for the Award of Small Education Grants

1. Applications must be made in writing by completing the form or using the online system as directed by the Trust's website for each grant programme.

2. To maintain a fair and transparent decision process, applicants **must not** solicit support for their application from a member of the Court of Wardens and Assistants. Such solicitation will disqualify an application from consideration.

3. Any personal or financial connection between an applicant and a member of the Court of Wardens and Assistants, or a member of the Trust's staff must be declared on the application form or online system.

4. Grants will be made only to educational establishments and not to individuals, other than in the case of the award of bursaries and prizes.

5. If applying for an Education Transport Grant, the grant sought from the Trust should represent 25% to 75% of the total cost of a project.

6. The outcome of applications will be notified by post or email. Decisions will not be notified by telephone.

7. When the offer of a grant is made, the potential recipient will be required to enter into a Grant Agreement and should not commit funds until the Agreement has been signed.

8. Funds for the Education Equipment Grant, Education Transport Grant or Professional Skills And Accreditation Bursaries will be released when all evidence required has been received.

9. A grant may not be used for any purpose other than that specified in the Grant Agreement, without the prior written approval of the Trust.

10. The Trust will publish the award of grants on its website, in other publications, and through local media. Successful applicants are required to co-operate with the Trust's appointed advisors to organise publicity and press coverage.

11. To minimise administration costs and waste for the Trust and grant recipients, the Trust's details should not be added to general mailing lists.

12. A completed feedback form must be returned upon completion of grant. All feedback forms should be returned with supporting evidence e.g. photographs. Failure to return a feedback form may result in further grant applications being denied.

Small Education Grants Themes and Conditions

To be read in conjunction with the Grants Policy. All terms of the Grants Policy apply unless stated otherwise below.

Theme 1: Education Equipment Grants	
Applicants	*As Grants Policy.*
Geographical Eligibility	*Historic County of Kent and areas where the Trust owns property.*
Capital or Revenue Funding	*Capital (purchase of resources only).*
Size of Grants (maximum)	*£500*
Application Process	*As Grants Policy.*
Evaluation & Prioritisation	*Preference to projects making use of Learning about Bridges or one of the Trust's other resources. Must be linked to bridge engineering, maths or agriculture.*
Special Terms & Conditions	*Deadline to take up grant: 12 months.*
Special Grant Restrictions	*Only one grant per organisation under this theme for engineering or maths, and one for agriculture in any six-year period. Resources to be returned to the Trust if no longer required.*

Theme 2: Education Transport Grants	
Applicants	*As Grants Policy.*
Geographical Eligibility	*Applicant based in Historic County of Kent and areas where the Trust owns property. Event can be anywhere in England.*
Capital or Revenue Funding	*Revenue*
Size of Grants (maximum)	*£500*
Application Process	*As Grants Policy.*
Evaluation & Prioritisation	*Preference for travel to activities organised by the Trust. For activities organised by others, the event must be of high educational value and very relevant to civil engineering or agriculture.*
Special Terms & Conditions	
Special Grant Restrictions	*Only one grant per organisation under this theme per annum.* *General science museum trips not eligible.*

Theme 3: Sponsored Competition Prizes	
Applicants	As Grants Policy.
Geographical Eligibility	*Applicant based in Historic County of Kent and areas where the Trust owns property.*
Capital or Revenue Funding	*Revenue prize. Physical trophy provided by the Trust if required.*
Size of Grants	*£50 plus trophy cost if relevant.*
Application Process	*As Grants Policy.*
Evaluation & Prioritisation	

Special Terms & Conditions	Competition must be linked to engineering, maths or agriculture. "Rochester Bridge Trust" must appear in the name of the prize.
Special Grant Restrictions	Only one competition prize per organisation under this theme per annum.

Theme 4: Sponsored Achievement Awards	
Applicants	As Grants Policy.
Geographical Eligibility	Applicant based in Historic County of Kent and areas where the Trust owns property.
Capital or Revenue Funding	Revenue prize. Physical trophy provided by the Trust if required.
Size of Grants (maximum)	£30 per annum for a maximum six-year period then subject to review. Plus trophy cost if relevant.
Application Process	As Grants Policy.
Evaluation & Prioritisation	
Special Terms & Conditions	Award must be linked to engineering (including applied science, physics and Design Technology), maths or agriculture. "Rochester Bridge Trust" must appear in the name of the award.
Special Grant Restrictions	Only one prize per institution at any time.

Theme 5: Professional Skills and Accreditation Bursaries (approved schemes)	
Bridge Inspector Certification Scheme (BICS)	
Applicants	Individuals (salary/annual earnings under £50k per annum).
Geographical Eligibility	UK
Capital or Revenue Funding	Revenue
Size of Grants (maximum)	£500
Application Process	Separate online process to be designed for the website.
Evaluation & Prioritisation	In the event of over-subscription, priority to be given to applicants from the historic County of Kent.
Special Terms & Conditions	18 month pilot scheme. Maximum £10,000 total available.
Special Grant Restrictions	Evidence required that the employer will not fund.

Theme 6: Grants for initiatives to advance equality and diversity in engineering, construction and agriculture	
Applicants	*As Grants Policy.*
Geographical Eligibility	*UK*
Capital or Revenue Funding	*Revenue*
Size of Grants (maximum)	*£500*
Application Process	*As Grants Policy.*
Evaluation & Prioritisation	*Priority to local initiatives specifically benefiting the historic County of Kent or areas where the Trust owns property.*
Special Terms & Conditions	*Requirement to collaborate with the Trust's annual Diversity in Engineering awareness initiative (August).*
Special Grant Restrictions	*Must be specifically linked to the named professions and industries, not general awareness and initiatives.*