



### Application for Payment from the Bursary Fund

In the APR's Centenary year in 2013, the Trustees established a Bursary Fund to help our Retreat House / Centre members to offer places to those who would benefit from a retreat experience, but whose personal finances prevent them from meeting the full cost.

President: Rt Revd John Stroyan  
Chair: Revd Barry Preece  
Administrator: Ms Demelza Henderson

#### Terms

APR Retreat Houses/Centres are welcome to advertise the availability of the APR Bursary Fund as they see fit in order to encourage inquiries and applications for their retreats and quiet days.

Retreat guests will apply directly to the member Retreat House or Centre of their choice, who will make the Bursary request to the APR Trustees on each retreatant's behalf. It is NOT a requirement for Retreatants to be individual APR members.

The Bursary Fund is a special allocation of the APR's assets, augmented by the kind generosity of APR members and donors. The APR Trustees must be satisfied that Bursary monies are applied correctly and they reserve the right to check that applications are *bona fide*. They may request further detail if they deem it necessary.

Member Houses/Centres have discretion to apply their own criteria in assessing the eligibility of any individual Bursary application, but must also be satisfied that the beneficiary has genuine grounds for financial assistance in meeting the cost of the retreat event applied for. Member Houses/Centres may make no more than THREE applications (irrespective of size) in any one financial year (1 April – 31 March).

Any application must be made at least 10 days in advance of the event for which a Bursary is sought; no retrospective applications will be considered.

An APR Bursary may cover a maximum of 50% of the lowest cost or fee charged by the House/Centre, up to a single maximum grant in respect of any individual of £150.00. Individuals may benefit from no more than one such grant in any two accounting years (running 1 April – 31 March; ie individuals can only apply every other year). APR Bursaries will NOT be available in respect of group retreats.

The Trustees do not guarantee to approve any application and may refuse a Bursary for any reason including but not limited to: exhaustion of earmarked funds; late, incomplete or illegible applications; misleading or inaccurate applications; multiple applications. The Trustees at their discretion may refuse payment of a previously approved Bursary if they have cause to believe that funds will not be used for the destined purpose.

APR Trustees will make a decision within one week of receipt of the emailed application. If approved, payment will be made by the APR Administrator or Treasurer direct to the member Retreat House/Centre, upon submission of an invoice to the APR for the agreed sum along with written confirmation that the beneficiary has arrived at or completed the retreat event.

Please would you complete and submit this form by email to the APR Office at [promoting.retreats@gmail.com](mailto:promoting.retreats@gmail.com) a minimum of 10 days in advance of the retreat event applied for.

Name of Retreat House/Centre making the Bursary application:			
Postcode:			
Name of Warden or Director recommending the Bursary application, including telephone number and direct email address:			
In supporting this Bursary application, I agree to abide by the APR Trustees' terms as set out above: <input checked="" type="checkbox"/> YES			
Name and full address of the Bursary Applicant:			
Postcode:		Telephone number:	
Email address:			
Name of retreat event for which Bursary is applied for, including date and venue:			
Advertised cost of the Retreat event:			
Amount of Bursary grant applied for:			

APR Office use	Date received:	Amount agreed:	Paid:
APR Trustees (2) authorising payment:			