

# The Rodolfus Foundation

## Bursary Award Policy and Procedures



### 1 Introduction

#### The Rodolfus Foundation Bursary Award Policy and Procedures

#### **BURSARIES**

The Rodolfus Foundation (the “Foundation”) is a community of people whose lives have been inspired and changed through engagement with great music, great musicians and great music-making.

- We promote and run a series of renowned residential Choral Courses and the critically acclaimed Rodolfus Choir, in which we involve as wide ranging and diverse a group of young people between the ages of 8 and 25 as possible.
- We aim to share the inspirational and life-changing power of choral music and musical teamwork with as many young people as possible.
- The Foundation is committed to ensuring equality of access to its courses and activities by offering financial assistance to eligible Parents and/or those who have Parental responsibility (i.e. legal responsibility) of any child or young person who would otherwise be prevented from attending any of its courses or activities due to financial hardship.

Such assistance is known as a Bursary Award, which comes in the form of financial assistance of up to 100% on course fees payable.

This policy has been drawn up and authorized by the Trustees of the Foundation. It contains an overview of the Foundation's Bursary Award Scheme and gives details of the procedure for applications and the making of awards.

A Bursary Award is subject to the Foundation's ability to fund such awards within the limited financial resources available to it and not every eligible application for a bursary will necessarily be successful.

### **2 Bursary Awards**

#### **2.1 Aims of the Foundation Bursary Award Policy ['the Policy'].**

The aims of the Policy are as follows:

- to ensure compliance with the Foundation's charitable purposes;

- to enable all children and young people who wish to and would benefit from involvement in the Foundation's activities to do so.
- to offer children and young people of parents eligible for means-tested financial support, the opportunity to access the Foundation's courses and activities through the provision of Bursary Awards;
- to broaden access to the Foundation's activities to as wide a range of children and young people as possible;
- to ensure that all applicants for Bursary Awards are considered equitably and consistently;
- to ensure that no applicant family for a Bursary Award is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

## **2.2 Scale of Bursary Awards.**

The scale of a Bursary Award is subject to an evaluation of individual parents' circumstances (e.g. their savings, investments, assets and liabilities, as well as their income, the size of their family, any other persons dependent upon them and like factors).

Bursary Awards are made at the discretion of the Trustees of the Foundation on the recommendation of the Foundation's Bursary Awards Committee, which is responsible for the management and coordination of the process.

Recommendations to the Trustees are made after applications have been considered by the Bursary Award Committee which comprises members of the trustee board and, on occasions, independent advisors and assessors.

## **3 Eligibility and procedure for applications**

### **3.1 Confidential Statement of Financial Circumstances in support of an Application for a Bursary.**

All applicants for Bursary Awards are required to complete a Confidential Statement of Financial Circumstances in support of an Application for a Bursary Award (the 'Form') that seeks to establish the financial circumstances of the fee payer(s).

- The Form will request details of the income, outgoings, assets and liabilities of both parents.
- The Form will also request that, where possible, those who are supporting any child or young person seeking to attend one of the Foundation's courses or activities - such as a teacher, choir director, youth or faith leader - submit a written reference in support of the application.
- The Form can be accessed on the Foundation's website or can be requested from the Foundation's administrator.

- The Foundation recognizes that completing the Form may present challenges to those unused to making such applications. With that in mind, the Foundation will do all that it reasonably and fairly can to ensure that the Form is not overly complicated and it will offer guidance to those who experience difficulties in completing it.
- Where a child or young person is part of an external organisation such as a choir, school, faith or community group, the Foundation would be prepared, when requested, to offer advice to any official representing any such group who may be supporting that child or young person in the application process.
- In order for a Form to be considered, the Foundation asks that it be completed accurately and in full and that it be accompanied by any requested supporting documentary evidence.
- The completed Form should be completed online if possible by the date stated on the Application Timetable for each course or activity.
- In exceptional circumstances, and with the written agreement of the Chair of Trustees, late applications may be considered in accordance with the procedure described in this Policy and subject to the Foundation's ability to fund these within the context of availability of funds.

### **3.2 Consideration of applications.**

The Foundation Bursary Committee will consider every application and assess whether the applicant requires financial support in order to attend the relevant course or activity and, if so, in what amount.

After it has considered all applications, the Bursary Awards Committee will make recommendations to the Trustees of the Foundation as to which applicants should receive bursaries and the amount of such bursaries. Thereafter the Trustees will decide in their discretion on the bursaries to be awarded.

Applicants will be notified as to the Trustees' decision within one week, either by email or by post.

### **4 Confidentiality**

The Foundation respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

### **5 Retention of Financial Information**

The Foundation will retain all relevant financial information and associated correspondence in accordance with current Data Protection Legislation.

For further details, please contact Simon Toyne on [charlotte@therodolfusfoundation.com](mailto:charlotte@therodolfusfoundation.com).

## **6 Annual Review**

These policies and procedures will be subject to annual review.