

Application for an HRGB bursary to attend a handbell event in another country

(Note: these bursaries do not apply to international symposia)

Please complete the following information as fully as you can.

Please send your completed form
to the National Secretary of HRGB.

*** items must be answered**

*Your name	*Your national guild (e.g. HRGB)
Please note that applicants must be at least 18 years old, unless they are to be accompanied by a family member or chaperone. For details of acceptable chaperone arrangements, please contact the National Secretary of HRGB. See page 3 of this form.	*Your date of birth
*The name of the event you would like to attend	*The country in which this event will be held
*The date of the event	*The date of this application

*Please describe your competence in the language that will be used during the event. Will you need a translator? How will the translator be paid?

*Please state whether you have received any HRGB bursary or expenses for travelling to a handbell event abroad in the last five years	*Please state the name of your handbell group
---	---

*Please describe your own competence as a ringer. (You may wish to tell us the level of music you regularly play, any national events at which you have played, or the names of arrangers whose music you regularly play.)
--

*Please provide the names and contact details (email address or (in the UK) telephone number) of two referees who can support your application. Both your referees should be local or, if possible, national officers of your handbell guild. It will be most helpful if they are also able to speak and / or write English.	
Name	Name
Contact details	Contact details

If there are particular circumstances which mean that you would not be able to attend the event unless you receive the bursary before you go, please briefly state them here, or ring Tim Willetts to discuss.
--

Please give details of any international events you have attended during the last ten years and, in each case, details of how you used what you had learned for the benefit of other ringers.

Event	Country	Date	How you used what you learned to benefit other ringers (If possible, please estimate how many ringers benefited)
-------	---------	------	---

If you have not attended any international events don't worry! You can still apply. We are keen to help you attend your first one.

Please provide some evidence of how you shared your learning from past international events (if you have attended any)

*What do you see as the benefits, to HRGB (and / or your National Guild) and its members, of you attending this event?

*What are your plans for sharing what you will learn from this event with other handbell ringers? (Please note that before the bursary is paid HRGB will wish to see some evidence that this has happened.)

Please continue your answers on a separate sheet if necessary.

***Declaration**

I, (insert name) hereby apply to HRGB for a bursary of up to £1,000 to support my attendance at(insert name of the event). I agree to use these funds in a reasonable manner and I understand that if I do not do so I may be asked to repay the bursary to HRGB.

Signature..... Date.....

.....

THE NEXT SECTION SHOULD ONLY BE COMPLETED IF THE APPLICANT IS UNDER 18 YEARS OLD AT THE TIME OF TRAVELLING TO THE EVENT

Chaperones

If the applicant is under 18 years old at the time of travelling to the event, a chaperone is needed. This may be a member of the applicant's family or another adult who is trusted by the applicants' family.

Name of applicant	Date of birth
Name of chaperone	Relationship to applicant

Declaration by applicant's parent (if chaperone is NOT the applicant's parent)

I, (insert name) agree that(name of chaperone) will be my son / daughter's chaperone during the event named above. I trust this person to act in the best interests of my son / daughter.

Signature..... Date

Declaration by chaperone (if chaperone is NOT the applicant's parent)

I, (insert name) agree that I will be the chaperone for(name of applicant) during this event. I will care for her / him throughout the event and will always act in his / her best interests.

Signature..... Date

Annex

Further details relating to travel and accommodation:-

Any travel expenses claimed must be related to the event attended. HRGB will need to see ticket receipts or other proof of travel on the relevant dates before payment of the bursary is authorised.

HRGB reserves the right to withdraw or reduce the amount of the bursary if it is used in an unreasonable or extravagant manner.

Examples of reasonable use of funds include:-

The bursary may be used for the cost of an economy class return air fare to the nearest airport to the event venue.

Daily travel to and from the event venue should be by the cheapest reasonable means – generally bus or train. (It is unlikely that daily travel costs of more than £30 will be reimbursed, even with receipts, without prior authorisation.)

It is expected that those in receipt of an HRGB bursary will stay in a reasonably-priced hotel or hostel.