



Bursary Application Policy for Residential Adventures

Reviewed: April 2025

Introduction

At Phab Ltd, we believe that every individual, regardless of financial means, should have the opportunity to participate in transformative residential adventure breaks. We understand that every individual, regardless of financial means, should have the opportunity to participate in transformative residential adventure breaks. We understand that some families and individuals may face financial barriers that prevent them from fully accessing our programs. To ensure inclusivity and accessibility, we offer bursaries to assist those who require financial support to attend our residential adventure breaks.

Purpose

The purpose of this policy is to outline the procedures for allocating bursaries to families and individuals who demonstrate financial need and wish to participate in our residential adventure breaks.

Eligibility Criteria

- Applicants must demonstrate financial need (via communication with the National Projects and Development Manager) of their inability to afford the full fee for attending the residential break
- Bursaries are available to both families and individuals who meet the financial criteria
- Priority will be given to applicants who belong to marginalised or underrepresented communities, or those facing additional barriers such as disability or socio-economic disadvantage

Bursary Allocation Process

- Following communication with the National Projects and Development Manager, a written bursary request on the Bursary Application Form will be

created providing information about the applicants' financial situation and reasons for seeking assistance

- The application will be reviewed by a designated committee within Phab Ltd. The committee will assess each application based on the eligibility criteria and available budget
- The allocation of bursaries will be determined based on the severity of financial need and the impact of participation in the residential adventure break is likely to have on the applicant
- The committee may request additional information or clarification from applicants if necessary
- All decisions regarding bursary allocations are final and not subject to appeal

Budget Allocation

- There will be a maximum annual budget allocated to bursaries, as determined by the Board of Trustees at Phab Ltd
- The budget will be divided into three and allocated on 28th April, 14th May and 14th June, based on our current dates and number of attendees for our 2025 adventure residentials to give everyone the opportunity to request a bursary.
- A maximum amount of £250.00 per person will be allocated
- Recipients of bursaries are expected to adhere to the terms and conditions of participation in the residential adventure break including any payment of invoices, code of conduct, health and safety guidelines and any other relevant policies and procedures.
- Failure to comply with the terms and conditions may result in the forfeiture of the bursary and removal from the program.

Confidentiality

- All information provided by applicants will be treated confidentially and used solely for the purpose of assessing eligibility for bursaries
- Personal and financial information will not be disclosed to third parties without the consent of the applicant, except as required by law



Bursary Application Form for Residential Adventure	To be completed by the National Projects and Development Manager during discussion with applicant. A copy will be sent to the contact email address.	
Name of Applicant(s)* *This is the name of the participant(s)		
Contact Email Address		
Contact Telephone Number		
Date of Application		
Reason for Bursary Application		
Amount Requested		
Approved	<div> <div>Yes</div> <div>No</div> </div> <div>Date</div> <div>If No reasons must be explained:</div>	