

## **BHS Local Committee Bursary Guidance Note**

---

The BHS encourages local committees to use BHS funds to increase opportunities for education and participation through local bursary projects. This guidance note will provide information and advice to all committees whether you have been running bursaries for years or are considering developing a new project.

### **Developing your bursary**

As with any local project you will need to secure support from the committee and agree responsibilities for the planning and delivery of the project. The BHS Project Form, can help you to put together a proposal to present to the committee. By working through this guidance note you should be able to answer all the questions on the form.

### **How much can individuals receive from a bursary?**

We recommend that no one individual receives more than £500 in local bursaries. This total could result from a number of local bursaries from your and other committees or a single bursary. As a committee you should decide how much you want to allocate to the project in total and the maximum amount each applicant could receive.

### **What can local bursaries fund?**

We recommend that bursaries are allocated to fund or contribute towards the following:

1. Exam training – this should be at a BHS Approved Centre or with a BHS Registered Instructor.
2. Exam fees – if you are funding or contributing to exams at Stage 3 or above we recommend that you ask for candidates to demonstrate how they will use their qualification to support your committee and the local equestrian community for the following three years.
3. Books and resources from the BHS book shop
4. Attendance at a BHS or British Riding Clubs training event or camp.

You may decide to focus your bursary on one element for example exam training, a specific event such as a BHS or BRC Camp or allow applicants to request funding across all areas. Whatever you decide you should make it clear on your application form.

### **How do you select your recipients?**

There is a template application form that you can adapt for your bursary. This provides questions that will help you to assess who is most deserving of a BHS bursary.

It is recommended that you have a selection panel that review all applications, which we advise that your Development Team member is involved with as they will be able to advise on alternative opportunities for applicants that are unsuccessful. Once you have a recommended shortlist you should share this with the full committee before you contact the successful candidates.

We ask that you send a copy of all application forms to [becky.lindley@bhs.org.uk](mailto:becky.lindley@bhs.org.uk) Scholarship Project Manager once a decision is made and for successful candidates again once all funds have been claimed.

### **Making the payments**

All payments should be made to the provider rather than the recipient and you should ask for evidence of the expenditure and evidence that the activities. These should be retained by our Treasurer.

### **Evaluation**

As with all projects it is good practice to review their effectiveness. A key element of this is feedback from the recipients and the template feedback form will help you evaluate and promote our project and encourage them to remain involved with your committee.

### **Further Information**

If you need further support on how to develop your local bursary project, you can contact BHS Volunteer Manager, [volunteer@bhs.org.uk](mailto:volunteer@bhs.org.uk).