

**CATEGORY: Duke of Edinburgh Legacy Bursary Scheme**

**Information for Applicants**

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# **Duke of Edinburgh Legacy Bursary Scheme**

## **Guidance Notes 2025-26**

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## **1.0 Introduction**

Successful applicants to this scheme will take part in a 10-week programme of activities. Applicant's attendance must be 80% or more for the individual to be entitled to apply for a bursary of up to a maximum of £1,000. A maximum of £500 can be spent on equipment and a maximum of £500 can be spent on training/tuition or courses.

These conditions should be read in conjunction with the Grant Funding Policy.

### **1.1 Purpose of Grant Programme/Overview of Fund**

The purpose of the Duke of Edinburgh Legacy Bursary Scheme is to provide an annual bursary for young people in the Borough who may have a career aspiration or hobby that they wish to develop but are facing either financial or social barriers. The Bursary scheme will provide an opportunity for young people to develop personal and life skills through the 10-week programme.

### **1.2 General Principles**

The fundamental principles of this guidance document are:

#### **Bursary Award is based on evidenced need**

- This is a competitive programme and bursary awards will be determined on merit. Applicants must demonstrate how they meet the eligibility criteria for the bursary.
- All applications must be completed in full.
- Individuals must be residents within the Borough
- Retrospective applications will not be considered i.e. the application must be submitted by the closing date.
- Applications will only be accepted online, via the Grant Management System

#### **Accessibility**

Information on the bursary programme will be publicly available through the Council's website and proactively promoted across Mailing Lists, Social Media channels and Borough Life. This will include:

- Guidance on completion of relevant bursary application
- Grant Management System embedded into Council public facing platform with digital accessibility options available
- Centralised Grant Funding information on Council webpage
- Point of contact clearly communicated for relevant queries

Council will strive to ensure the process is user friendly, transparent, and fully inclusive.

## Accountability

The Council will always adhere to the Grant Funding policy and guidance criteria outlined within each grant funding programme.

- A clear decision-making process will be utilised, with clear rationale and demonstrable evidence to support funding decisions
- Decision making process will be robust and transparent
- Funding decisions will be approved through Committee and Full Council with details made publicly available
- Unsuccessful applicants will be entitled to receive feedback on their application
- An accessible Appeals process will be communicated as part of each grants call

### **1.3 Who can apply?**

To be eligible to apply, nominees must meet the following criteria:

- Be aged 11-18 years on 1 September 2025
- Live at a permanent address within the Borough
- Not have previously received a bursary from Council
- Be willing to fully participate in the 10-week programme
- Be able to attend a team building event in mid-late August.

### **1.4 What can be funded?**

20 bursaries of up to £1,000 per applicant will be available each year.

Up to £500 can be spent on equipment relating to a current hobby, new hobby as a result of attending the programme or a potential career opportunity.

Up to £500 can be spent on training courses, tuition or tutoring relating to a current hobby, new hobby as a result of attending the programme or a potential career opportunity.

### **1.5 What cannot be funded/exclusions?**

- Individuals supported through Grant funding should have a permanent address in the Borough
- Individuals who have previously received a bursary from Council

## **2.0 How to answer the questions**

### **2.1 Information about the nominee**

This question gathers information about the nominee, including contact details.

### **2.2 Why have you applied to this bursary scheme?**

This question gathers information on the skills/knowledge that will be obtained from participating in the scheme.

The assessment process will focus on the number of skills gained.

## **2.3 Financial or social barriers**

This question gathers information about the financial or social barriers that the nominee is facing which would hinder them from reaching their full potential.

The assessment process will focus on the level of financial and/or social barriers.

## **2.4 What you hope to achieve**

This question gathers information on the impact of the scheme, both on the individual and others.

The assessment process will focus on the level of impact.

## **2.5 How the scheme will assist you in your future career or development?**

This question gathers information on how taking part in the scheme will help you in the future.

The assessment process will focus on the level of detail given.

## **2.6 How will the bursary be invested?**

This question gathers information on what you will spend the bursary on. Will it be a current activity, a new activity and/or an innovative activity?

## **3.0 How we assess and score your application**

### **3.1 Eligibility assessment**

All applications/nominations must be submitted in full. Applications that are not complete will not be considered.

A panel will evaluate eligible applications against the scheme criteria. Applicants will be notified via email detailing the outcome of the application.

### **3.2 Assessment and scoring**

**If your application has met all the eligibility criteria the panel will use the following criteria to score your application:-**

<b>Criteria</b>	<b>Mark</b>
1. Why have you applied to this bursary scheme?	Max score 10
2. What financial or social barriers are you facing that would hinder you from reaching your full potential?	Max score 4

3. What do you hope to achieve by taking part in the 10-week programme and receiving the bursary?	Max score 6
4. How do you think taking part in the programme and being awarded the bursary would assist you in your future career or development?	Max score 2
5. What would you plan to invest the bursary in?	Max score 3
6. Additional information	Max score 3

### **3.3 What happens if an application is successful?**

The successful applicant must accept the offer of the place on the scheme and confirm that they will be able to attend the team building day in mid-late August.

One payment of £1,000 will be made to the bank account of Applicant or parent or guardian if under 18 years of age providing they have successfully completed a minimum of 80% of programme and attending team building event in August.

### **3.4 Monitoring and reporting**

If you receive a Bursary you will be in receipt of public funding and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project.

### **3.5 Marketing and promotion**

The Council shall be entitled to publish details of the assistance referred to at such times and in such manner as is necessary without further agreement from the Bursary Recipient.

### **3.6 What happens if an application is ineligible/unsuccessful?**

If your application is ineligible/unsuccessful for funding, you will be notified via email. Feedback will be available on request.

### **3.7 Appeals procedure**

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

### **3.8 Fraud and Corruption**

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero-tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and

individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered because of fraud and if appropriate, will take civil, and/or disciplinary action.

The following relevant policies can be located on the Council website:

Anti- Bribery Policy - April 2023

Anti-Fraud and Corruption Policy - April 2023

Financial Regulations – April 2024

Fraud Response Plan - March 2023

Raising Concerns Policy – November 2023

The Council reserves the right to disallow any other current, pending or future grant applications and claims submitted by an organisation or an individual member of the organisation in respect of the financial year and to apply a moratorium on Council funding to any organisation or individual member of an organisation where fraudulent activity is identified within the current financial year and for at least 2 forthcoming financial years. This will also extend to individuals in receipt or applying for a bursary.

The Council will inform in writing the Chairperson of the organisation, or the individual in case of bursary, where fraud is suspected or has been identified. In the case of a bursary where the recipient is underage of 18 years the parent/guardian will also be notified.

#### **4.0 Application process**

<b>Call Number</b>	<b>Opens</b>	<b>Closes</b>	<b>Notification of Outcome</b>
1	9 April 2025	4 June 2025	July 2025

Applicants should note that this is a competitive process, as there are only 20 places available.

#### **Contact details:**

For further information, please contact: Community Planning Business Support: E: [cpbs@antrimandnewtownabbey.gov.uk](mailto:cpbs@antrimandnewtownabbey.gov.uk)  
T: 0300 123 4568

# Appendix 1

## General Data Protection Regulation (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies and departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

To process your grant application, applicants are advised that:

- Council use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- Council may also share information with other departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- Council might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.