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**ARTS COUNCIL  
ENGLAND**

## Bursary - Expression of Interest

### Reap the Rewards: Benefiting from Rural Networks

We have a number of bursaries available for each seminar, up to the value of £125, and encourage you to apply, especially (but not exclusively) if you are from a smaller museum or heritage site where training opportunities are limited.

The seminars are free, so the bursaries can be used to support staff or volunteers with associated attendance costs.

Bursary recipients will be asked to produce a short write up of the seminar they attend for the RMN blog and programme evaluation.

### How to apply for a bursary

If you wish to apply, please fill out the form below and send to [RMNVoice@gmail.com](mailto:RMNVoice@gmail.com) by **5pm on the day of the relevant deadline below**. You will be notified if successful within 3 days of the deadline, enabling you to complete an Eventbrite booking.

### Deadlines for applications

October's Seminars: ~~2<sup>nd</sup> September 2019~~ Extended to 16<sup>th</sup> September 2019

November's Seminars: 30<sup>th</sup> September 2019

January's Seminars: 9<sup>th</sup> December 2019

February Seminar: 6<sup>th</sup> January 2020

You can claim up to the value of £125 back using the form at the bottom of this document, after the seminar has taken place. Payment will be issued within one month of claim receipt subject to satisfactory claim.

Please fill out and return application below via email to [RMNVoice@gmail.com](mailto:RMNVoice@gmail.com)

<b>Seminar you wish to attend</b>	
<b>Name of applicant</b>	
<b>Name and address of organisation</b>	
<b>Applicant's home postcode</b>	
<b>Contact email</b>	
<b>Contact telephone</b>	
<b>Bursary value applied for</b> <i>e.g. £125</i>	
<b>Estimated breakdown of claim</b> <i>(E.g. Return train from X to X £60 and room booking at hotel £65)</i>	
<b>Please tell us:</b> <ul style="list-style-type: none"><li>• How attendance at a seminar would support your role and organisation (e.g. developing confidence, inspiration, knowledge of support available, networking) <b>Max 500 words</b></li><li>• Confirm that you would produce a short write up of the seminar you attend for the RMN blog and programme evaluation</li><li>• Confirm that you will complete a short anonymous monitoring survey (a condition of our ACE grant)</li></ul>	

## How to receive your bursary

Once you have been successful in your application, you can access the bursary via the form below.

Please note that we are unable to process claims until the event has been attended and proof of expenditure has been received. Once we have received your claim, we will endeavour to process it within one month via cheque.

**Name of claimant:**

**Name and Address of Organisation:**

**Contact email:**

**Contact telephone:**

**Make cheque payable to:**

**Please provide receipts/tickets for each journey as well as proof of booking for accommodation costs.**

**For mileage, please state how many miles travelled and include fuel receipts.**

**We must have evidence of expenditure up to the value that you are claiming.**

**Please return completed form to:**

[RMNVoice@gmail.com](mailto:RMNVoice@gmail.com) or to

Hannah Jackson, RMN Treasurer c/o Gressenhall Farm and Workhouse, Gressenhall, Dereham, Norfolk.  
NR20 4DR

<b>Date</b>	<b>Details of claim</b> <i>(i.e. train ticket from X to X/ hotel booking / mileage)</i>	<b>Full cost as per receipt</b> <b>£</b>	<b>Cost of claim</b> <b>£</b>
		Total claim	£
		Date submitted	

## **Terms and conditions**

1. This bursary is supplied by the Rural Museums Network and funded by Arts Council England.
2. Applicants can apply for up to £125 per organisation.
3. Only one bursary application per organisation per seminar is permitted.
4. Claims can be made to cover the following: Train travel (second class only), Car mileage (45 pence per mile), Accommodation costs (charges for hotel, B+B and Airbnb stays).
5. Claims cannot be made to cover extra costs including breakfast (unless part of your basic accommodation costs), lunch, dinner, drinks, entertainment etc.
6. There are a limited number of bursaries available and should demand outstrip supply, the decision of the Rural Museums Network will be final.
7. Receipts for all claims must be included along with your claim form, either scanned and sent electronically, or sent via post.