

The VAST Bursary aims to support voluntary sector organisations in Staffordshire & Stoke on Trent to access VAST's eligible business services; Accountancy or Creative services, Training & Consultation, or Project Evaluation.

## Criteria

Bursaries are available to voluntary sector groups, charities, CIC's & social enterprises.

1. The Bursary is only available to full or associate members of VAST. To become a member, [please click here](#)
2. Beneficiaries/Service users must be based in Staffordshire and/or Stoke on Trent.
3. The Bursary is only available to organisations with an income of less than £250,000pa.
4. Organisations must have a governing document such as a constitution, articles of association, deed of trust etc\*.
  - i. *\*Applications for groups without a governing document will be assessed at the discretion of the panel.*

## Guidance notes plus Terms and Conditions

1. Requests for retrospective payments will not be considered.
2. All sections must be completed in full for your application to be considered.  
*Incomplete applications will be returned for correct completion which will likely delay the final decision.*
3. The maximum Bursary total available is £500 per organisation. Multiple applications will be considered, up to the value of £500.
4. All prices quoted include VAT where applicable unless otherwise stated.
5. The Bursary can be used as part-payment towards the full amount for the required services..
6. Any outstanding balance must be paid upon receipt of invoice.
7. Applications that are deemed to have successfully met all the criteria will be put forward for approval to the grants assessment panel.
8. The bursary fund is operated on a rolling programme. The submission deadline is 15:30 on the 25<sup>th</sup> of every month. *Please note there is no submission date in December.*



### Registered and Head Office -

The Dudson Centre, Hope Street, Hanley,  
Stoke-on-Trent, Staffordshire ST1 5DD  
Tel: 01782 683030

### County Head Office -

17 Eastgate Street, Stafford,  
Staffordshire ST16 2LZ  
Tel: 01785 283400



9. Late entries will not be considered and will be carried over to the following month's deadline date.
10. The Panel decisions will be communicated by email to the person named on the application by the 24<sup>th</sup> day of the subsequent month.
11. Once the successful applicant has been informed of an award it is the responsibility of the nominated person to contact VAST to discuss the work to be carried out. Details will be provided when the successful applicant is notified of their award.
12. Successful applicants will be required to sign an agreement/contract specifically for the awarded work.
13. Awards that are not claimed within 6 months will be automatically withdrawn unless otherwise arranged and authorised.
14. The Panel's decision is final.
15. All successful applicants are required to complete an evaluation form 3 months after completion of the work.

