

Opportunity for All Bursary Terms and Conditions

1. Eligibility:

- The Opportunity for All (O4A) bursary is designed to support all members of the community to access opportunities provided by YMCA North Tyneside no matter what financial background they are from.
- Eligibility applies to all. All age ranges who are struggling financially. The beneficiaries do not necessarily need to be on specific benefit in order to qualify.

2. Award Amount and Payment:

- Bursary amounts will vary depending on the individual situation and financial support available from YMCA North Tyneside.
- The bursary will be paid by YMCA North Tyneside directly to the function providing the provision in order to cover the cost.
- There may be variations to the bursary payments depending on the application and individual circumstances. These will be discussed with the applicant at the time.
- The maximum bursary amount that can be applied for is £360 per individual, per application, This is equal to 6 weeks of school holiday provision.
- The specific bursary amount awarded will depend on the applicant's individual circumstances and the financial resources available to YMCA North Tyneside at the time of the application.
- YMCA North Tyneside will not hand the awarded amount to the individual applicant. All financial management of the O4A Bursary will remain with YMCA North Tyneside.

3. Decision Making Process:

- Applications will be reviewed by a Bursary Committee consisting of YMCA North Tyneside Finance Director, Head of Community and Youth and Community Development Officer.
- The committee will assess applications based on financial need, the potential impact of the bursary, and funds available.
- Applicants will be notified of the decision within 2 weeks of submitting their application.
- Should the committee deny the application, the applicant has one week from the date they were notified of the decision to appeal such. Please see the appeals process below.

4. Conditions of Award:

- In order to maintain the bursary, attendance is required within the activity that the bursary is being provided for. This attendance should be at or above 80% unless otherwise stated.
- Behaviour of attendance must be in line with the "group rules" and the YMCA Youth and Community Team Behaviour Management Policy.
- The O4A Bursary is intended to support engagement in the provision of our services that have a cost attached to them within YMCA North Tyneside; to remove any financial barriers that prevent participation.
- The O4A Bursary is intended to support engagement in the provision of YMCA North Tyneside services. This could be due to a cost associated with attendance, for a specialised piece of equipment required to engage in the activity, or overcoming obstacles such as transport costs; to remove any financial barriers that prevent participation.
- The O4A bursary is specifically intended to support engagement in "fee-for-service" activities within YMCA North Tyneside that fall under community outreach, youth programmes, and similar initiatives. The bursary fund is primarily for "fee-for-services", however, the committee may consider applications for gym, nursery, or Patterdale Hall Estate fees on a case-by-case basis.

5. Bursary Duration:

- The duration of each bursary will vary depending on the individual situation, but will not extend beyond the specific activity or course of activities for which it was awarded
- The bursary will never be multi-year awards and will, for the majority of the time, be a one time (either activity or course of activities) provision.
- The bursary is not renewable and for a renewable provision, a new application will need to be submitted.
- An individual applicant can only make 2 applications to the bursary per financial year. This may be reviewed on a case by case basis at the discretion of YMCA North Tyneside.

6. Suspension or Termination:

- If the bursary recipient fails to engage in 80% of the activities that they have received the bursary for.
- If the bursary recipient's behaviour, unless stated in the application, is deemed not suitable or safe for engagement to continue, the bursary and activity can be stopped. This will be in line with the YMCA North Tyneside Youth and Community Behaviour Management Policy.

- Appeals can be made in writing to the Director of Community and Social Enterprise, who will have remained removed from the decision making process. Appeals should be made within one week of receiving the committee's decision. The Director of Community and Social Enterprise will then review the original application and make their own determination. The Director of Community and Social Enterprise's decision is final. While every effort will be made to ensure the appeal process is completed prior to the first session applied for, such cannot be guaranteed.
- YMCA North Tyneside reserves the right to discontinue the O4A Bursary scheme at any time, for any reason, by providing reasonable notice to current and prospective applicants. In the event of such termination, YMCA North Tyneside will make reasonable efforts to honour any existing bursary agreements and will notify all affected recipients promptly.

7. Data Protection:

- All personal information provided as part of the bursary scheme will be handled in accordance with the Bursary Scheme Privacy Notice. YMCA North Tyneside is committed to protecting your privacy and will not share your information with third parties without your consent.
- Only key decision-makers will have access to personal information. This will be kept confidential from delivery staff to ensure fair and impartial treatment of all recipients.

8. Changes to Terms and Conditions:

- YMCA North Tyneside reserves the right to modify the terms and conditions with reasonable notice.
- Applicants and recipients will be notified of any significant changes that may affect their application or ongoing bursary.

9. Governing Law:

- YMCA North Tyneside operates in a compliant manner in the administration of the O4A Bursary, taking into account a number of factors that are regulated under law, such as but not limited to:
 - Equality Act 2010
 - Data Protection Act 2018
 - Charity Commission Regulations
- If an applicant has a concern or dispute related to the O4A Bursary, they are encouraged to refer to YMCA North Tyneside's Complaints Policy & Process. This policy provides a clear framework for raising concerns,

ensuring they are addressed fairly, transparently, and in compliance with relevant legislation.

- Concerns may include but are not limited to:
 - Potential breaches of the bursary's terms and conditions
 - Issues related to the Equality Act 2010
 - Matters involving the handling or use of personal data under the Data Protection Act 2018
- YMCA North Tyneside is committed to resolving complaints effectively and in a timely manner, ensuring all parties are treated with respect and fairness throughout the process.

10. Entire Agreement:

- These terms and conditions constitute the entire agreement between YMCA North Tyneside and the bursary recipient. No other terms, whether oral or written, will be considered part of this agreement unless expressly agreed in writing by both parties.