

Bursaries for EMEYF Gatherings – Policy and Practice

Why/What/Who for?

EMEYF offers support to Friends who might need it in order to attend EMEYF gatherings with travel and participation fee bursaries, enabling everyone to attend regardless of their financial situation or the financial situation in their country and/or (Yearly) Meeting. Bursaries can cover whole or partial travel costs and/or participant fees. Bursaries are handed out on the basis of need and are open for application to experienced EMEYFers as well as newcomers; for members, long-time attenders and people who are new to Quakerism alike. The money that EMEYF distributes is given to us by Yearly, Area and local meetings, individuals and Quaker organisations. As long as there are no specified funds, it is meant to enable Young Friends (18-35ish) from the Europe and Middle East Section to attend EMEYF gatherings.

How to apply for bursaries?

- After applying for the event, any EMEYFer who requires financial support should fill in the bursary application form (see at the end of this document or on the EMEYF website), which will help to give Spring Gathering Planning Committee or EMEYF Communications Committee all the details needed to allocate bursaries. The form includes the cost of their travel, how much funding they have been able/will be able to get from other sources (if any) and an estimate of how much they need.
- EMEYFers are asked to try first to seek funding from other sources if possible e.g. their local, area or yearly Meetings and Young Friends groups like YFGM (Young Friends General Meeting); and they are expected to cover the bit of their expenses that they can afford. EMEYF is only a small organisation, and we want to make sure our bursary support can have the most added value e.g. particularly supporting those who are unable to access support from other sources.

Budgeting for bursaries

- Spring Gathering: Bursaries are not part of the budget of the gathering. The budgeting for the gathering should aim at breaking even (participants fees vs accommodation, food etc.); both the planning cost and the bursary fund are separate grants.
- EMEYF Trustees or CC should budget and/or minute an amount for bursaries a few months before the event. In the past, this has been 1000-1500 Euros for a Spring Gathering. Depending on fundraising and needs, this can be increased.
- EMEYF Trustees or CC should consider the need to conduct an extra fundraising appeal when setting this amount

Discernment – how to decide about bursary requests?

- Either Spring Gathering Planning Committee or CC (not both!) discerns on the use of the money in the bursary fund. If PC are discerning, it is helpful if an EMEYF elder joins to uphold the process, and the EMEYF treasurer to help explain financial impact and practicalities.
- Discernment about bursaries can be difficult, as we know that every Friend attending will be a gift for our community. Remember that you are not discussing who has "earned" a bursary! Every application should be discerned uniquely.
- It is important to discern far enough in advance, so that applying Friends can book travel/travel can be booked for them, and to allow for any follow-up questions that might be needed.

- It is useful to have the same information for each Friend who is applying, in order to be able to discern on the basis of (reasonably) uniform information. The application forms should help with this. However, if the discerning group feels that they lack the information to discern clearly, they can go back to applicants to ask for more or clearer information.

– EMEYF does not have a policy about how to act when there is not enough money in the fund to support all those who need the support – but we are aware that EMEYF gatherings are especially important for isolated Young Friends.

Documentation

– For consolidating the accounts and being transparent towards our funders, it is important that bursaries are well documented. Every transaction needs to be matched by a paper trail. This could be done by a minute from the Planning Committee; or documents written and kept up to date by the SG treasurer.

– Accounts given to the EMEYF treasurer should clearly state who has been paid how much money, allowing the treasurer to trace each transaction. Of course, names will be removed before accounts are published.

– If people receive a bursary towards their travel costs, please ask for a copy of their tickets/expenses for the accounts. If people receive a bursary towards their fee, please account for both the (virtually) incoming fee and the outgoing bursary. (Amounts might even out, but this makes consolidating and examining the accounts easier).

Practicalities – helpful tips

– Ideally, Friends would be refunded for their expenses after the event when handing in their tickets. In reality, it might be necessary for them to get a lump sum beforehand, so that they can afford to book their travel. (If the awarded bursary is smaller or the same amount as the fee, bursaries towards fees are easier to handle than bursaries towards travel costs. But remember to document them properly!)

– Unless the SG Planning Committee have their own bank account, bursaries will probably be transferred from EMEYFs main accounts (EURO or GBP).

– In some cases, it might be necessary and/or easier to book and pay travel for participants. This should only be done by or together with EMEYF CC.

– In some cases it might be necessary to quickly and informally check the identity of applicants, who have neither been to EMEYF events before nor are known to members of PC or CC, before sending out money. This is not asking for references(!), just a quick check against fraud, which has been targeted against Quaker organisations in the past. Are there other (EME)YFers who know them? (Facebook is quite useful for this!) If not, ask e.g. YFGM, their (Yearly) Meeting or EMES staff (Marisa Johnson/Michael Eccles/Julia Ryberg).

Sustainable travel bursaries

- From 2019 onwards, EMEYF will specifically budget for “sustainable travel bursaries” which are intended to enable participants at EMEYF gatherings to travel to those gatherings by a more sustainable form of transport (e.g. taking the train rather than flying).

- EMEYFers seeking a sustainability bursary should contact CC or the SG PC, with details of how much is required, using the below application form. A comparison of the different options may be helpful (e.g. the cost of a train against the plane) These may of course be partial bursaries, which do not cover the whole travel cost, but cover, or reduce the difference between the forms of transport.

**Bursary procedure for Roleholders (members of CC, PC, reps and Trustees)
(based on minutes SG2017/07, CC 2018/14 and SG 2018/05)**

- Roleholders – including Communications or Planning Committee members, representatives to other organisations, Trustees and any other appointed roleholders (e.g Living Archives Project Coordinator) – who require financial support to attend Spring Gathering should apply for bursaries in the same way as other EMEYFers.

- If CC or PC are in the position of discerning bursaries for their own members, those members should not join that part of the meeting.

- In this situation, EMEYF has a list of three or four “objective advisors” one or two of whom could join bursary discernment as an objective party, as and when required. The list of “objective advisors” will be proposed to AM by Communications Committee and could include former roleholders and other members of the EMEYF or wider Quaker community. The list of potential objective advisers should be minuted - and revised, if necessary – once a year at AM.

- When a committee knows it will have to discern a bursary for one of its own members, they should contact the people on this list, to find at least one to join the meeting and for items related to the bursary discernment. This is intended to help alleviate discomfort within our committees, providing the necessary oversight to ensure they remain – and feel – accountable to the EMEYF community.

- Roleholders (especially those on multi-year terms) are encouraged to apply for bursaries should they need them, and our hope is that this can alleviate some discomfort associated with the process.

Written down and distributed by EMEYF CC 2/2015

Updated version approved by Annual Meeting (11/2018)

Application Form for Bursary Funding through EMEYF

Personal details

Name	
Email	
Bank details (IBAN)	
Place travelling from	
Motivation for participation:	
Name and contact details of potential reference (we will only contact them if you are not known to EMEYF) e.g. Young Friends group/meeting clerk or elder, EMES staff etc.:	

Request details

Gathering costs (excluding travel)	
Travel costs	
Contribution desired from EMEYF	
Are you applying for a sustainable travel bursary? Yes/No	
EMEYF is only a small organisation, and we want to make sure our bursary support can have the most added value. Are other funding sources available to you? Have you contacted them already? Please give details.	
Additional information (e.g. if you need money in advance, or anything we should know about you)	

This data will only be used by EMEYF organisers (PC and CC) until the gathering is over and any reimbursements are completed.

Date:

Signature (typing your name is fine):