**Suffolk Recording Bursaries**

**Information and Application Form**

Suffolk Biological Records Centre (SBRC) and Suffolk Naturalists Society (SNS) have kindly offered a bursary to support individuals who wish to attend some of the Natural History courses offered at the Field Studies Council‘s Flatford Mill Field Study Centre. The course will provide students with the skills and experience to identify and record Suffolk wildlife.

The bursary will provide for up to 100% of the non-residential fees for courses. Successful applicants will still need to pay for any accommodation booked at FSC Flatford Mill or nearby B&Bs if they require accommodation for the duration of the course.

The bursary is controlled by the SBRC Board with funding partners and the fund is administered by the Field Studies Council (FSC). The SBRC and funding partners decide each year as to which courses at FSC Flatford Mill will be eligible for support, depending upon sufficient funds being available at the time of application.

**The Criteria:**

Applicants must:

* Be over 25 at the time the course starts (proof of age required)
* Not in fulltime education

Please note:

* The bursary is not available to those in full-time employment whose employers pay the course fee
* If the bursaries are oversubscribed, preference will be given to applicants who are members of SNS (£15 for 1 year subscription)
* The bursary is dependent on sufficient funds being available at the time
* In order to obtain a bursary for the full amount of the non-residential fee, the applicant must submit a given number of records within 3 months of the course completing
* For records to be accepted towards the total required; records submitted must meet the reasonable requirements of the SBRC (in terms of species/site diversity) which will differ between species groups and survey technique. Record acceptance is at the discretion of the SBRC and SNS. If you have any queries relating to recording please talk to the staff at the SBRC.
  + Records must come from a diverse range of sites.
  + Be of differing taxa
  + Any records supplied must come from within the county boundary

**The Process:**

* Contact FSC Flatford Mill to check on availability of the course
* Complete application form and submit with FSC booking form
* Applicants will be informed if their application is successful before they have to pay any fees
* Applicants pay for the accommodation fee and 50% of the non-residential fee
* Applicants open a recording account at Suffolk Biological Records Online
* Applicant submits the required number of records to the SBRC in electronic form via spreadsheet or SBR Online
* Upon the approval of the SBRC, the FSC refunds the 50% non-residential fee to the applicant

**Application Form:**

**Suffolk Recording Bursaries**

Title:

Full Name:

Address:

Postcode:

Email:

Telephone:

Mobile Phone:

Date of Birth:

Work Status: Employed |Unemployed |Self Employed |Part Time Education |Full Time Education

I wish to apply for the bursary toward the costs of the non-residential fee of the following course:

Course Title:

|  |  |  |
| --- | --- | --- |
| Course Dates: | Non-residential Fee: | Residential Fee  (please state shared or single): |
|  |  |  |

I wish to apply for the bursary because:

I confirm that I have read the bursary criteria and process and consider that I am eligible for the bursary.

Signed:

Date:

|  |
| --- |
| **Office Use:**  Bursary Awarded: YES / NO Signed:  Offered on Invoice No:  Claimed from SBRC:  Refunded 50% of course fees: |