**DTAS Annual Conference 2025**

**Bursary Criteria**

* **DTAS can only offer a limited number of bursaries, therefore bursaries are only available to existing members or early-stage members (as identified by Julia Dall) that, without the financial support, would otherwise be unable to attend conference.**
* If you are planning on applying for a bursary, please refrain from booking any conference tickets until you have received a decision on your bursary application.
* Organisations need to complete the application form below. Only one application form will be accepted per organisation.
* Bursaries can cover the following costs:
  + 100% of the delegate fee
  + Accommodation costs up to a maximum of £90 per person per night
  + Travel including mileage up to a maximum of £120 per person. Mileage can be claimed at £0.45 per mile, up to a maximum of £120 per person.
  + Bursaries can cover up to two conference tickets per organisation.
* Priority will be given to organisations that have high travel costs and/or would otherwise be unable to attend conference.

**Bursary Process**

This year, we will be accepting bursary applications in two windows.

|  |  |  |  |
| --- | --- | --- | --- |
| **Window** | **Opening date** | **Closing date** | **Decision by** |
| 1 | 17.03.2025 | 28.04.2025 | 12.05.2025 |
| 2 | 02.06.2025 | 07.07.2025 | 14.07.2025 |

1. Complete an application form (found on page 3 of this document).

* Organisations should include estimated costs for accommodation and travel. These do not need to be exact at this stage.

1. Send your application to [conference@dtascot.org.uk](mailto:conference@dtascot.org.uk) within one of the application windows.
2. Application forms will be reviewed by the team and either approved or denied.

* No organisation should assume their application has been successful until the review process has been completed.

1. If approved, you will be provided with a code to access free conference tickets. You can use this code to book your spaces on our Eventbrite page.
2. After attending the conference, send a completed claim form (to be provided) detailing the actual costs incurred and providing bank details. Provide receipts.
3. Send claim form to [conference@dtascot.org.uk](mailto:conference@dtascot.org.uk).
4. The claim form will be checked and payment authorised as appropriate.

**DTAS Annual Conference 2025**

**Bursary Application Form**

Bursaries are available to assist development trusts, who would otherwise be unable to attend the conference. These bursaries are primarily intended to help meet the costs for volunteer community-based board members or staff at trust.

**If you wish to apply, please complete this form and return it to** [**conference@dtascot.org.uk**](mailto:conference@dtascot.org.uk) **within one of the application windows. We will contact you directly, regarding any decision made on your application.**

|  |  |  |
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| **Bursaries can cover the following costs:**   * Accommodation costs up to a maximum of £90 per person per night * Travel including mileage up to a maximum of £120 per person. Mileage can be claimed at £0.45 per mile, up to a maximum of £120 per person. * Bursaries can cover up to two conference tickets per organisation. | | |
| **Name of Organisation** |  | |
| **Name of Contact** |  | |
| **Telephone Number** |  | |
| **Email Address** |  | |
| **Number of delegates attending (max 2 delegates)** |  | |
| **Name of delegate 1** |  | |
| **Name of delegate 2** |  | |
| **Are you a member of DTAS?** | **Full Provisional Associate No** | |
| **Please list any estimated costs of travel and/or accommodation, including any delegate fees below (a conference ticket costs £90.00). Up to two people per organisation can attend.** | | |
| **Accommodation (include number of nights needed per person)**  **Travel (Please give details)**  **Number of conference tickets needed (maximum 2 per organisation)** | | |
| **What is the total bursary claim amount for your organisation?** | |  |
| **If you would like to attend the Conference dinner, please write yes in right hand box and we will consider your request.** | | **Yes/No** |