

Personal Development Bursary Fund

Application Guidelines

What is the fund?

The **Personal Development Bursary Fund** supports the development of Army Cadet Force (ACF) volunteers in accordance with ACCT UK's charitable aim:

“To promote the efficiency of the ACF through fostering the activities of Army Cadets and advancing the youth leadership abilities of Army Cadet Force Adult Volunteers (CFAVs).”

Who can apply?

You can apply for financial support if you:

1. Are a **volunteer**, irrespective of rank or uniform status, of the ACF; **and**
2. Have been **on strength for at least 24-months** and can demonstrate that you **have remained active for the past 12-months** (this will be verified by ACCT UK via Westminster, so please ensure your records are up to date); **and**
3. Can demonstrate that **the cost of the qualification is beyond your current financial means**. You will be required to provide some financial information in the application form relating to total household income and expenditure. In some instances, ACCT UK may ask individual applicants to provide additional evidence of hardship, including for example, further financial information to verify and substantiate their individual application. ACCT UK will always endeavour to keep such requests to a minimum.

What can you apply for?

4. Applications can be made for funding towards the **full** or **part** cost of a qualification that will either:
 - Increase your efficiency as a volunteer in your ACF role(s); **and/or**
 - Advance your youth leadership ability.
5. These qualifications can be **academic qualifications** e.g. City and Guilds Level 7, **or skilled training** e.g. Archery Instructor Award.
6. The qualification can be run by either the ACF/MOD or a civilian company.

Personal Development Bursary – Application Guidelines (September 2024)

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org/grants](https://www.acctuk.org/grants)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)



7. Where the course is provided by a civilian company, but is also available via the ACF, please explain in the application form why the ACF course cannot be undertaken.
8. You must be able to demonstrate what impact the qualification will have on your ability to volunteer with the ACF within the application form.
9. The qualification applied for must be appropriate to your current role as a volunteer and you must have discussed it with your chain of command.

How much can you apply for?

10. You can apply for:
 - **Up to 75% of the qualification cost**, though 100% may be awarded in special circumstances; **and**
 - Up to a usual **maximum of £1,500**.
11. If over £1,500 and/or 100% funding is required, the reason for this plus any additional supporting information must be clearly provided within the application form.

Who and what is excluded?

12. Applications for driving qualifications will not be considered.
13. Applications for qualifications that you have already started or completed will not be considered.
14. You must be an active member of the ACF, any applications from volunteers in the non-effective pool will not be considered.
15. You can only hold one personal development bursary at a time; therefore, you must finish your qualification/course before applying again.
16. Applications for qualifications focussed on your personal career development, that will not demonstrably increase your ability or efficiency as a volunteer, will not be considered.

What will the conditions be?

If you are successful, you will be subject to the following general conditions. Specific conditions relating to the type of the qualifications sought will be detailed in your grant award letter.

17. You will need to provide full details of the course and course provider. The bursary funds awarded will be paid directly to the provider.
18. You will be required to submit a short report detailing the impact of the bursary and the qualification on your role within the ACF. The content of this may be used in ACCT UK advertising, annual reports, and future appeals for funding. You will be able to request that your information is used anonymously.

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19. If you fail to complete the qualification stated in the awarded bursary, this may result in:
- You needing to repay the value of the bursary, and
 - The rejection of any other bursary applications you have made.

How can you apply?

20. You can **submit an application at any time**, though we recommend that you apply at least two months before your planned qualification will start. This is to allow time for decision making and payment.
21. Complete the **Personal Development Bursary Fund Application Form**; this can be downloaded from <http://www.acctuk.org/grants> or obtained by email from grants@acctuk.org
22. If you have any questions about the bursary or need help completing the form, please contact the ACCT UK Grants Team:



020 4586 8186



grants@acctuk.org

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