

Westmorland and Furness Council

Post 16 Education Travel Bursary Scheme 2024/2025

Background

1. The Council has committed some funding to help pay for travel to education for young people aged 16 to 19.
2. Following a successful pilot scheme in 2023-24, Westmorland and Furness Council has secured funding to run the Post 16 Education Travel Bursary Scheme again for 2024/2025. This bursary is intended for young people who are experiencing difficulty in paying for transport for educational purposes. It is not intended for households where there is an additional rate taxpayer.
3. Public transport, taxi's, bicycles and/or fuel costs for private transport are covered by the scheme.
4. This scheme runs for the 2024/2025 academic year. Claims can be made at the start of Autumn term 2024.
5. This scheme has limited funds and therefore allocations may have to be restricted depending on the level of take up. This will be kept under review.
6. The application window will be open until **noon on 1st November 2024**.

Criteria

7. This Travel Bursary has the following conditions:
 - i. Applicants must be under the age of 19 on 1 September 2025
 - ii. Applicants must live within the Westmorland and Furness area
 - iii. Applicants must incur travel costs to access education and learning opportunities

How much is available?

8. The bursary will work on a sliding scale, dependant on how far away the student lives from their place of education:
 - i. Students who travel more than 20 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £800. This value will be pro rata, dependent on the number of days you attend college or school.
 - ii. Students who travel between 10 and 20 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £500. This value will be pro rata, dependent on the number of days you attend college or school.
 - iii. Students who travel up to 10 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £250. This value

Westmorland and Furness Council

will be pro rata, dependent on the number of days you attend college or school.

- iv. 13 pence per mile will also be made available for anyone travelling by taxi, car or moped. The maximum grant payment will be capped at £1,500. This goes towards the fuel costs of the journey. Payment will only be made for one return journey per day.
 - v. Students who travel out of county for their education, where the commute takes place on a Sunday and a Friday, with the students boarding out of Cumbria in the town of their education during the week, the bursary payment will be based on the following rules:
 - Weekly boarding private transport - 13 pence per mile will be made available for anyone travelling by taxi, car or moped. The maximum grant payment will be capped at £1,500. This goes towards the fuel costs of the journey made on Sunday and Friday. Payment will be made for two return journey per week. The maximum grant payment will be capped at £1,500.
 - Weekly boarding public transport – Students who travel on a Sunday and Friday on public transport to their place of education outside Cumbria and then stay in the town during the week are eligible for a maximum sum of £800.
 - For students who travel by a combination of public transport and private transport (car/moped) full details of the route to and from the place of education should be documented in the application.
 - vi. For students who travel by bicycle to school/college, £400 grant payment will be made available.
 - vii. For students who travel by a combination of public transport and private transport (car/moped/taxi) full details of the route to and from the place of education should be documented in the application. The grant will be calculated based on a combination of the private and public routes, in line with the above criteria.
9. Payments will be made in one instalment for the whole academic year from September 2024 onwards.
 10. Dependent on interest and the volume of applications received this policy may be amended.

Application process

11. An electronic application form will be required from all applicants to this scheme. This form is available online on the Westmorland and Furness Council website or by request from the customer services team.
12. The Council will award the grants in a timely manner on receipt of the completed application form.

Westmorland and Furness Council

13. Applicants should not rush their application and take time to ensure all questions have been answered clearly and correctly with the appropriate evidence provided. If not, then this is likely to slow down the process of getting grant funding out to young people or could lead to the grant application being refused for failure to provide the correct information in the requested format.
14. An online application for the grant fund will be made available via email – discretionarygrantfund@westmorlandandfurness.gov.uk
Any queries can be directed to the same email address.
15. It will be important that you provide all the information accurately and truthfully and provide all the supporting documents that are requested. Failure to do so could lead to your application being declined or significantly delayed.
16. The Council will seek to reach a decision within 15 working days of the submission of your application. If your application is successful then we will make a payment within 10 working days of notifying you of this decision, or within 10 working days of receiving your evidence of your offer letter, if you are unable to supply this until GCSE results day.
17. Failure to provide the evidence requested will result in a delay to your application being processed.
18. You must answer all questions honestly when completing your application, if the Council suspects any young person is trying to fraudulently claim the grant, it will investigate accordingly. Where evidence of fraud is present, we will prosecute the offending applicant.
19. The Bursary has limited funds and therefore allocations may have to be restricted depending on the level of take up. If there is significant take up that leads to demand exceeding the current level of funding in the Bursary, then consideration will be given to adding more funds for the current year.
20. Funding will be allocated on a first come, first served basis. Priority will be given to students who received the bursary in 2023-24 and are going into the second year of their course.

Appeals Process

21. Appeals will be accepted for consideration if any applicants who do not meet the criteria consider they have a specific case that needs further consideration. Any appeals on a refusal of an application should be sent to discretionarygrantfund@westmorlandandfurness.gov.uk
22. The Council's interpretation of this document is at its own discretion and it will be the final arbiter of the definitions contained within this policy and regarding any decision made.

Westmorland and Furness Council

What evidence will I need to provide?

23. The Council is relying on young people to be honest and open with the Council and present to us their evidence of need and eligibility for the Travel Bursary Scheme.
24. As part of your application, you will need to provide the following information:

Information	Evidence Required	Comment
Payment details	Copy of bank statement clearly showing name, address, sort code and account number of applicant	This must match the name of the individual listed on the application. This can be either the student or their parent/guardian. If you use internet banking, you can download a statement via your banking app.
Evidence of attendance at local college	Offer letter from said college/school and GCSE results confirming conditions of offer have been met OR Letter from the school/college confirming you are a current pupil OR Photo of School/College ID card for the academic year	The evidence should confirm the student's name, the student's attendance for the year 2024 and their home address

Other Subsidy

25. This grant is only available to students who have not received any other funding for their school/college transport costs.

Data Protection

26. We are committed to protecting your personal data and privacy and to complying with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other privacy laws. The information you supply on this form may be shared with our contractors and partners, who help to deliver our services. We will only retain your personal data for as long as necessary to fulfil the purposes it was collected for, after which time it will be securely deleted. For more information on how we protect your personal data, see our [Privacy Notice](#).

Westmorland and Furness Council

Right to update the policy

27. The Council reserves the right to update and change this policy without notification or prior warning in the event that the government updates or changes its guidance to us or in the event of an error or omission.