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## Terms and Conditions for APR Retreat Bursaries

Established in 2013, the APR Centenary Bursary Fund is a special allocation of the APR's assets, augmented by the kind generosity of APR members, Friends and other donors. It exists to subsidise Retreats or Quiet Days hosted by APR Member Retreat Houses/Centres for retreatants who would otherwise be unable to afford the full cost.

*How much?* The maximum grant for an individual is 50% of the total cost of one retreat priced at £300 or less. The cap for a grant for any more expensive retreat is £150.

*How?* All applications for bursaries must be made through an APR Member Retreat House/Centre, who will apply on behalf of their guests using the Bursary Fund Application Form. We cannot receive applications from individual retreatants, unless it is for a retreat organised by the APR itself. All APR member Retreat Houses/Centres are eligible to apply for bursaries for their retreatants, and are listed on our website, [www.promotingretreats.org/where](http://www.promotingretreats.org/where).

Applications will be examined by APR Trustees, who will make a decision within one week of receipt of the emailed application (usually within 2-3 days).

If the application is approved, payment will be made by the APR Administrator or Treasurer direct to the member Retreat House/Centre upon receipt of:

- a) written confirmation that the beneficiary has arrived at, or completed, their retreat, and
- b) an invoice to APR for the agreed sum of the bursary.

It is the responsibility of the Retreat House/Centre to invoice the retreatant for the balance of their cost of the retreat.

*When?* Applications must be made at least 10 days in advance of the event for which a Bursary is sought; no retrospective applications will be considered.

*How many?* Member Houses/Centres may make up to FIVE applications (irrespective of size), for five different applicants, in any one financial year (1 April – 31 March).

Individuals may benefit from no more than one grant in any two accounting years (ie. individuals can only apply every other year).

APR Bursaries are not available for group retreats.

*More Bursaries needed?* Should an APR Member Houses wish to make more than five applications in any financial year, they may donate to the Bursary Fund to facilitate this. The APR will then consider additional applications from that house (up to the value of their donation). Houses can make further donations at any time throughout the year to underwrite these extra applications; likewise, if their donation remains unused,

President:  
Rt Revd John Stroyan

Chair:  
Revd Carol Smith

Administrator:  
Dr Demelza Henderson

the APR will carry it forward into the next financial year. We will make no charge for the extra administration.

*For whom?* The APR does not impose any specific ‘hardship’ criteria of its own, but gives its Member Houses/Centres discretion to apply their own criteria in assessing the eligibility of any individual Bursary application. They must be satisfied that the beneficiary has genuine grounds for financial assistance in meeting the cost of the retreat event applied for. Note that beneficiaries do not themselves have to be APR members.

We will also consider applications direct from those interested in the APR’s own occasional residential retreats.

APR Trustees must be satisfied that Bursary monies are applied correctly, and they reserve the right to check that applications are *bona fide*; they may request further detail if they deem it necessary.

*Retreatants with disabilities* Should an application be received from someone with disabilities, who needs a full-time carer to accompany them in order to make their retreat, consideration will be given to both applications on a Two-for-One basis (ie, the APR may approve bursaries for both retreatants, up to a maximum of £150 per person, but count them as a single application within the Member House’s annual quota of five applications per financial year).

*Advertising* APR Retreat Houses/Centres are welcome to advertise the availability of the APR Bursary Fund as they see fit, in order to encourage inquiries and applications for their retreats and quiet days.

*Disclaimers* The APR Trustees do not guarantee to approve any application, and may refuse a Bursary for any reason, including, but not limited to: exhaustion of earmarked funds; late, incomplete or illegible applications; misleading or inaccurate applications; multiple applications.

The Trustees at their discretion may refuse payment of a previously approved Bursary if they have cause to believe that funds will not be used for the destined purpose.

APR Trustees  
July 2023