**Educational institution template for applications**

Please note that by completing and returning this application form you agree to the National Express Foundation storing all information contained within it on a secure database for a period of 2 years, after which it will be deleted.

Remember that the trustees may not know anything about your organisation. Be very clear in your application about what you want to do.

Supporting information can be submitted with your application as PDFs.

**Name of Institution:**

**Full address:**

**Website:**

**Contact name for the application:**

**Contact telephone number:**

**Contact email address:**

**Alternative contact name, email and telephone number – in case we can’t reach the main contact:**

Please answer the following questions.

**1. How would an annual bursary grant of £10,000 from the National Express Foundation be used within your institution?**

**2. How many years are you applying for? (See guidance notes)**

**3. How many students would receive support from our annual grant? Are they same students each year? (if applicable)**

**4. What criteria would you use in selecting the students to receive a bursary? These should include detail on financial/geographical/academic criteria.**

**5. What process would you use to administer and manage the award of bursaries to individual students?**

**6. What aspects of your proposed bursary programme would be make it different from other programmes you operate and how would you link the National Express Foundation to the students it supports?**

**7. What activities will you undertake to gain media coverage and stakeholder engagement benefit from the award of bursaries?**

**8. What will you commit to do to promote the Foundation support on social media? Please provide links to your social media channels.**

**9. Can you propose any key dates, milestones or highlights where we may be able to get involved with the bursary support via our funding or where we might be able to help raise awareness? If so, please provide proposed dates and details.**

**10. What would you do to build regular engagement between the National Express Foundation and the bursary recipients?**

**11. How would you look to reflect the diversity of your student population through the bursary programme?**

**12. Can you provide examples of how you manage other bursary programmes that you offer?**

**13. How would you evaluate and measure the impact of the bursaries? The Trustees will expect to receive an end of year report and this is a requirement to receive funding in subsequent years. It should include student testimonials, evidence of media, stakeholder and social media coverage*.***

**14. Please set out your organisation's policy in connection with the real Living Wage as set by the Living Wage Foundation.**

**15. Is there any other information you would like the Foundation Trustees to take into consideration in support of your application?**

**16. Where did you hear about the National Express Foundation?**

When complete please send your application by email to [foundation@nationalexpress.com](mailto:foundation@nationalexpress.com) by Friday 25th October.