



# Concorde Travel Fund

## Grants Panel Guidelines

(Revised March 2017)

1. Notification of the total sum available for dispersal in any given financial year will be sought from the Finance Office prior to the first round of funding allocation.
2. The amount of funding available for dispersal in each round will be:
  - Round 1 (April) 66 - 75% of the total sum available for the year
  - Round 2 (September) The remainder of the available funds
3. Following each round of interviews, grants will be allocated to successful applicants according to Table 1 below.

*Table 1: Percentage of maximum grant to be offered to each individual*

Length of Overseas Mission Trip	Destination	
	Europe	Rest of the World
Up to 1 month	20%	30%
1 – 2 months	40%	60%
More than 2 months	80%	100%

4. Where more than one young person from a congregation applies for funding the value of the grant awarded will be capped as follows:
  - Where the applications all relate to the same overseas team, the value of the 'cap' will be set at the lesser of:
    - i. 3 x the value of the grant awarded to an individual travelling to the same destination for the same length of time; or
    - ii. The value of the maximum grant in that funding round
  - Where applications relate to different trips they will be assessed individually but the cumulative 'congregational' total will be capped at 1.5 x that funding round's max grant.

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5. Where the above process results in the grants allocated being in excess of the available funding, the maximum grant size shall be reduced prior to each grant allocation being recalculated as per Table 2 below.

*Table 2: Quick Guide to Grant Values*

Percentage Allocated (%)	Max Grant Available (£)			
	500	400	300	200
20	100	80	60	40
30	150	120	90	60
40	200	160	120	80
60	300	240	180	120
80	400	320	240	160
100	500	400	300	200

6. Any surplus funds remaining after the second round of funding allocation will be reinvested in the Concorde Travel Fund