



Bursary Policy

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1	FCDO https://www.gov.uk/government/organisations/foreign-commonwealth-development-office

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Key Messages

<p>Why do we have this policy?</p>	<p>This policy aims to:</p> <ol style="list-style-type: none"> 1. Promote fairness & transparency 2. Support JOA's mission & goals 3. Encourages participation for Jersey residents to get involved with international development
<p>Who does this policy apply to?</p>	<p>This policy applies to several groups including:</p> <ul style="list-style-type: none"> • Eligible Jersey Residents • First-Time Applicants • JOA employees
<p>What are the key things I need to know?</p>	<p>Eligibility Criteria Selection Process Funding Limits Obligations of Recipients Obligations of JOA employees</p>
<p>What are the key things I need to do?</p>	<p>Understand the eligibility requirements to ensure you meet the necessary criteria Follow the application process Fulfil post-bursary obligations</p>
<p>Where can I find more information?</p>	<p>On our website www.joa.je under get involved bursary page Previous bursary recipient blog and media posts JOA team – initial contact via the 'contact us' box on our website or email directly enquiries@joa.je</p>

Introduction

Jersey Overseas Aid (JOA) actively encourages islanders to get involved in overseas projects, offering two bursary programmes that provide financial support to professionals, young people, and career changers. To be eligible for these bursaries, applicants must demonstrate alignment with JOA's mission to alleviate poverty, promote sustainable development, and advance global understanding. This policy outlines the scope, framework, and criteria for both personal and professional bursaries, including specific rules and guidance to support applicants throughout the process

Scope

JOA has two types of Bursary grants available to Jersey residents over the age of 18:

1. **Personal Bursary** – For individuals seeking overseas volunteer placements this bursary can provide up to £1000 towards living & travel costs. Working with a recognised organisation is essential, for the duration of at least two weeks, on a project that helps individuals living in low-income countries who are facing socio-economic challenges.
2. **Professional Bursaries** – For professionals seeking to share their skills, JOA can provide up to £10,000 towards living & travel costs. Transferring knowledge and providing technical assistance is one of the most efficient forms of aid. It can also greatly benefit the individual who is sharing their skills– deepening proficiency, adding new perspectives and experience, and providing a great sense of professional satisfaction.

Policy Objectives

Support Career Development in the International Aid Sector: JOA Bursaries aim to support personal and professional growth, especially targeting individuals who are considering pursuing careers, or volunteering in international development.

Foster Skills and Experience in Global Development: JOA's Bursaries provide opportunities for Jersey residents to gain valuable hands-on experience in the international development sector, contributing to global efforts aimed at alleviating poverty and promoting sustainable development.

Promote Equity and Diversity in Participation: The policy aims to ensure that bursaries are accessible to a diverse range of applicants, with a focus on first-time participants to widen the reach and create inclusive opportunities for Jersey residents to get involved in global development efforts.

Eligibility Criteria

- JOA Bursaries are available to Jersey residents aged 18 or over with a clear interest in International Development
- Applicants must be resident in Jersey and deemed 'Entitled' (10 years residency) or 'Entitled to Work' (5 Years residency).
- **Professional Bursaries only:** Applicants must possess a professionally recognised qualification and/or be able to demonstrate their expertise in a particular field.

Bursary Framework

Application Process

Prospective applicants, wherever possible should contact the JOA team either by email or phone before submitting any application forms. The JOA Programme team can provide support and guidance to all applicants. *Appendix 1* highlight's our conditions that need to be considered as part of the application process.

Applications are made online via our website at www.joa.je – under the tab 'Get Involved' and Bursary section. Copies of both application forms can be found in *Appendix 2*.

Frequency of Application

Applicants may apply each year; however, repeat applications will be carefully reviewed to ensure fair distribution of funding and parity with other applicants.

Reapplying

Applicants who received a bursary in the previous year may reapply in subsequent years, but preference will be given to first-time applicants. Repeat applicants must demonstrate new learning or development opportunities. Please refer to the section 'Rules & Best Practices' within the next section of this document.

Awarding of Bursaries

Bursaries may cover full or partial costs of the approved activity, including travel, accommodation and other costs for example insurance and vaccinations.

- Preference will be given to activities that demonstrate alignment with JOA's mission & objectives of poverty alleviation and sustainable development.
- JOA may cap individual bursary amounts to ensure broader distribution of funds.
- Bursary recipients are required to sign a JOA Indemnity form (Appendix 3)

Post Bursary project

Within one month of completion of the project the applicant will be required to complete a report including abstract, description and key achievements. High resolution JPEG images of the project activities are also required.

Recipients are encouraged to share their experiences with the Jersey public through presentations, articles, or workshops and JOA events for example, 'JOA Volunteering' annual event.

Governance

The JOA Programme team oversee the application process, which includes reviewing and declining applications, ensuring alignment to JOA's mission and providing a decision note to our Board of Commissioners for all decisions made.

Decision-Making Process

- Applications are reviewed individually which includes but is not limited to: the relevance of the activity, the feasibility of the project, the individual's development and the alignment to JOA's mission and reputation.
- Recommendations are made by the Programme Team who will review each application and provide JOA's Executive Director with a decision note outlining the factors that support their assessment of the application. Approval is provided by JOA's Executive Director with JOA Commissioners informed,
- Feedback is provided to unsuccessful applicants, and they may reapply the following year.

Conflicts of Interest

The Programme Team and Commission board must declare any conflicts of interest when reviewing applications and withdraw themselves from the selection process where applicable.

Rules and Best Practices

Annual Applications & Application limits

Applicants may apply once per calendar year.

Repeat Applications

Applicants may apply for bursaries in consecutive years but must clearly demonstrate how the new project or opportunity differs from the previous one and how it will build upon past experiences. A maximum of **two consecutive bursaries** may be awarded to the same individual to ensure equitable access for all applicants.

Minimum Time Between Applications

Cooling-off Period: Applicants who receive a bursary for two consecutive years must wait one year before reapplying, to allow new applicants to benefit. This is to maintain fair access and control of resources by repeat applicants.

Best Practice

Bursary programmes often limit repeat funding to ensure opportunities for a wider group of applicants and encourage inclusivity. For example, schemes such as the Chevening Scholarship Programme and Commonwealth Scholarships, both funded by the [FCDO](#), often favour first-time applicants to promote equity.

Feedback and Re-application

Unsuccessful applicants will be provided with the appropriate feedback and encouraged to reapply in the future, provided they incorporate the feedback from JOA, to strengthen their application.

Reporting Obligations

All bursary recipients must submit their bursary report within one month of completing their project. Failure to submit reports may disqualify recipients from future bursary applications.

Public Engagement

JOA will publicise the bursary opportunities through its website, social media, and partnerships, including educational institutions, local media, and relevant organisations in Jersey.

Knowledge Dissemination

Bursary recipients are expected to participate in public outreach, sharing their experiences with the Jersey community through public talks, media engagements, or written publications.

Review and Amendments

- The Bursary Policy and associated documents outlined in the appendix, will be reviewed annually to ensure it meets JOA's strategic priorities. Amendments may be made based on feedback from recipients or changes in global development priorities.
- Changes to the bursary framework, caps, or eligibility criteria will be communicated and updated on the JOA website

Appendix 1 – Bursary Application Form Guidelines

If you are interested in applying for a bursary, please review the guidelines below and get in touch with us for an informal chat (via enquiries@joa.je) before submitting any application forms.

Eligibility

- Applicants must be over 18 years old.
- Applicants must be resident in Jersey and deemed ‘Entitled’ (10 years residency) or ‘Entitled to Work’ (5 years residency).
- Professional bursaries only: Applicants must possess a professionally recognised qualification or otherwise be able to demonstrate their expertise in a particular field.

Conditions

- Applicants must demonstrate how their work will make a real difference to low income communities in a country that is eligible to receive overseas development assistance, as defined by the OECD (current list of ODA recipients) <https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html#oda-recipients-list> . Further evidence of need and impact may be requested for ‘Upper middle income countries & territories which are not LDCs’
- Professional bursary applicants will need to provide a budget breakdown that shows their planned expenditure for the placement.
- The overseas work must be at least 2 weeks in duration.
- Applicants must complete a Safeguarding training course specifically designed for the humanitarian & development sector: <https://kayaconnect.org/course/info.php?id=1424> Please send a copy of the certificate to enquiries@joa.je .
- Applicants must send evidence of an enhanced DBS check and send the certificate to enquiries@joa.je
- JOA will not fund projects that take place in countries or within an area where the UK [Foreign, Commonwealth and Development Office \(FCDO\)](#) advises against travel.
- Personal medical insurance must be in place before departure. Evidence must be sent to enquiries@joa.je .
- In some cases (particularly for professional bursaries), applicants will require professional insurance for undertaking overseas work e.g. for undertaking medical work or providing legal advice. If this applies to you, please provide details and send evidence to enquiries@joa.je . If you are unsure please contact us.
- Within one month of completion of the project the applicant will be required to complete a report including abstract, description and key achievements. High resolution JPEG images of the project activities are also desired.
- Bursary details, including text and images from reporting, may be used in publications and on JOA’s website.
- Professional bursary recipients must also provide a financial report and copies of receipts to verify their expenditure. Any unspent funds should be returned to JOA within 3 months of submission of the financial report.

Selection

- Applicants must submit the appropriate Bursary Application Form.

- Two written references will be required, one professional reference from a current or recent employer and one character reference (not from a family member).
- An open-source social media screening will be conducted on all applicants.

Appendix 2 – Application forms

Personal Bursary Application Form



Volunteering Bursary Application Form

Please ensure that you read the guidelines (available to download from JOA website) before completing this form.

Your information will be treated in the strictest confidence and will only be used in connection with your application.

Your data will not be shared with any third parties.

If successful, information about your project, including names of participants and affiliated organisations, will be published on our website and may be used to promote JOA's bursary programme

* Required

Personal Details

1. Full name *

2. Home Address *

3. Email address *

4. Phone number *

5. Date of Birth *



Finance

6. Which organisation will you be working with *

7. Project Location *

Country and region

8. Project Objectives *

This is the overall purpose of the project that you will be supporting. Please include a description of how the work will make a difference to low-income communities in developing countries.

9. Planned Activities *

What activities do you expect to undertake whilst volunteering?

10. What date will you begin your project? *

11. What date will your project end? *

12. Number of days volunteering *

Please estimate the number of full days supporting the project

The value must be a number

13. Estimated cost of undertaking the overseas work *

Travel, accommodation, living expenses, etc.

14. Funding request *

How much financial assistance are you requesting from JOA (max £1000)

Your Experience and Qualifications



15. Overseas Experience *

Please describe any travel/visits overseas that you have done in the last five years and for what purpose

16. Volunteer Experience *

Please describe any previous volunteer work you have been involved in; either locally or overseas (this can include volunteering through school, university, with volunteer groups, as part of other organised activities)

17. Education Awards *

Please provide details of any education awards you have received, such as GCSEs, A Levels, Diplomas, Degrees

Eligibility and Risk Mitigation

18. Are you legally resident and 'Entitled' or 'Entitled to work' in Jersey? *

'Entitled to Work' requires 5 years residence, 'Entitled' requires 10 years

- Entitled
- Entitled to work
- Not sure

19. Recipients are required to hold personal medical insurance for the country they will be travelling to. Please confirm below and send evidence to enquiries@joa.je *

20. Have you ever been convicted of a criminal offence involving children, violence, or dishonesty? *

- Yes
- No

21. Do you have any unspent criminal convictions? *

If yes please give details

22. Do you have a current DBS, enhanced check for both adults & children? *

If yes please email your DBS certificate to enquiries@joa.je. If no, please get in contact with us and we can advise.

- Yes
- No

23. Are you aware of any aspect of your placement abroad which may be considered controversial? *

If yes please give details

24. JOA does not fund placements that involve political activity or religious proselytising while abroad. Please confirm your placement does not include such activities. *

25. Risks *

Please identify the key risks you may encounter in this placement, and how you plan to mitigate them. For example, in-country travel, health and safety, exploitation, political instability.

26. Safeguarding *

Have you received any training? If so please provide information. You will be required to complete an online Safeguarding course specifically designed for the humanitarian & development sector: <https://kayaconnect.org/course/info.php?id=1424>. Please send a copy of the certificate to enquiries@joa.je.

Follow Up and Reporting

27. How will you report and show to JOA that you achieved your goals? *

These might include a short report on return, pictures, testimonials etc.

28. Are you prepared to take part in public engagement / outreach activities before or after your trip? *

These might include interviews or presentations

Yes

No

Reference 1 - Professional Reference

Two references are required, one professional reference from a current or recent employer and one character reference (not from a family member). Please fill in details for both in the next two sections. We will inform you before contacting the referee.

29. Full Name (Professional Reference) *

30. Home Address (Professional Reference) *

31. Work Email Address (Professional Reference) *

32. Position (Professional Reference) *

33. Telephone Number(s) (Professional Reference) *

Reference 2 - Character Reference

Please provide the details of a character reference (not from a family member). We will inform you before we contact the referee.

34. Full Name (Character Reference) *

35. Home Address (Character Reference) *

36. Email Address (Character Reference) *

Declaration

37. Relationship (Character Reference) *

38. Telephone Number(s) (Character Reference) *

39. Declaration *

Please ensure you accept these terms before submitting your application

Please select 2 options.

- The information submitted in this application is correct to the best of my knowledge at the time this application was made.
- I undertake to ensure I obtain all the required permissions, visas, insurance cover and vaccinations necessary for my trip, and understand that JOA bears no responsibility for these or for my welfare or safety.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Professional Bursary Application Form

Professional Bursary Application Form

Please ensure that you read the guidelines (available to download from JOA website) before completing this form.

Your information will be treated in the strictest confidence and will only be used in connection with your application.

Your data will not be shared with any third parties.

If successful, information about your project, including names of participants and affiliated organisations, will be published on our website and may be used to promote JOA's bursary programme

* Required

Personal Details

1. Full name *

2. Home Address *

3. Email address *

4. Phone number *

5. Date of Birth *



Your Experience and Qualifications

6. Which organisation will you be working with

(If applicable)

7. Project Location *

Country and region

8. Project Objectives *

This is the overall purpose of the project that you will be supporting. Please include a description of how the work will make a difference to low-income communities in developing countries.

9. Planned Activities *

What activities do you expect to undertake whilst volunteering?

10. Core Beneficiaries *

Please describe who your work will focus on helping (usually community members), including the number of people supported.

11. Frontline Workers *

Describe who will receive training or support from your work and how the training enables them to help the core beneficiaries

12. Expected Impact *

Describe the short and long term impact your work is intended to have

13. Relevant Experience *

Please describe why you are suitably experienced and qualified to undertake this work

14. Relevant Professional Qualifications *

Please provide details of relevant professional qualifications

Resources and Efforts

15. What date will you begin your project? *

16. What date will your project end? *

17. Number of days working *

Please estimate the number of full days you anticipate working

The value must be a number

18. What is the estimated cost of your work abroad? *

Please give details of all expected costs associated with your proposed work, such as travel, accommodation, living expenses, and professional supplies

19. Other Funding *

Will you be receiving other sources of funding for your work, including payment for the service you will be providing or other grants? Please provide details

20. Funding Request *

How much financial assistance are you requesting from JOA?

Eligibility and Risk Mitigation

21. Are you legally resident and 'Entitled' or 'Entitled to work' in Jersey? *

'Entitled to Work' requires 5 years residence, 'Entitled' requires 10 years

- Entitled
- Entitled to work
- Not sure

22. Professional Insurance *

Do you need professional insurance for this work? (e.g. for undertaking medical work or providing legal advice). If yes, please give details and send evidence to enquiries@joa.je

23. Permissions *

Do you need the permission of the local authorities to work? If yes, please give details, including the type of visa you will apply for

24. Have you ever been convicted of a criminal offence involving children, violence, or dishonesty? *

- Yes
- No

25. Do you have any unspent criminal convictions? *

If yes, please give details

26. Are you aware of any aspect of your placement abroad which may be considered controversial? *

If yes please give details

27. JOA does not fund placements that involve political activity or religious proselytising while abroad. Please confirm your placement does not include such activities. *

28. Do you have a current DBS, enhanced check for both adults & children? *

If yes please email your DBS certificate to enquiries@joa.je. If no, please get in contact with us and we can advise.

29. Risks *

Please identify the key risks you may encounter in this placement, and how you plan to mitigate them. For example, in-country travel, health and safety, exploitation, political instability.

30. Safeguarding *

Have you received any training? If so please provide information. You will be required to complete an online Safeguarding course specifically designed for the humanitarian & development sector: <https://kayaconnect.org/course/info.php?id=1424>. Please send a copy of the certificate to enquiries@joa.je.

Follow Up and Reporting

31. How will you report and show to JOA that you achieved your goals? *

These might include a short report on return, pictures, testimonials etc.

32. Are you prepared to take part in public engagement / outreach activities before or after your trip? *

These might include interviews or presentations

Yes

No

Reference 1 - Professional Reference

Two references are required, one professional reference from a current or recent employer and one character reference (not from a family member). Please fill in details for both in the next two sections. We will inform you before contacting the referee

33. Full Name (Professional Reference) *

34. Home Address (Professional Reference) *

35. Work Email Address (Professional Reference) *

36. Position (Professional Reference) *

37. Telephone Number(s) (Professional Reference) *

Reference 2 - Character Reference

Please provide the details of a character reference (not from a family member). We will inform you before we contact the referee

38. Full Name (Character Reference) *

39. Home Address (Character Reference) *

40. Email Address (Character Reference) *

Declaration

41. Relationship (Character Reference) *

42. Telephone Number(s) (Character Reference) *

43. Declaration *

Please ensure you accept these terms before submitting your application

Please select 2 options.

- The information submitted in this application is correct to the best of my knowledge at the time this application was made.
- I undertake to ensure I obtain all the required permissions, visas, insurance cover and vaccinations necessary for my trip, and understand that JOA bears no responsibility for these or for my welfare or safety.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Appendix 3 – Indemnity Form



Bursary Recipient Indemnity

Please read this very carefully, and sign and return it to JOA to indicate your acceptance of a bursary from Jersey Overseas Aid (JOA) for your volunteering trip.

I declare that I have read and agree with the following conditions of my acceptance of a bursary from JOA:

- 1) **RISKS:** I acknowledge that there are inherent risks involved in participating in a volunteering project abroad, including the dangers of accidental injury and of contracting an illness. I understand that activities may involve exposure to risk greater than normally encountered in everyday life. I understand that it is not the responsibility of JOA to prepare me for those risks nor to provide emergency assistance in the event that it is required. I agree that I am prepared to accept such circumstances.
- 2) **BEHAVIOUR:** I will be acting as an ambassador for Jersey and JOA. I agree to behave responsibly, and to respect the customs and traditions of the local people.
- 3) **MEDIA, COMMUNICATIONS AND OUTREACH:** I agree to inform JOA about any media interviews or talks I give about my volunteering trip, and to acknowledge the sponsorship provided by JOA. I agree to provide JOA with a summary report within three months of the end of my volunteering trip. JOA reserves the right to use the written report, photographs or video that I send to JOA during or after the course of the volunteering trip on the JOA website, print media or social media channels. I understand that it is my responsibility to ensure that I have the permission of any person featuring in a photograph or video sent to JOA.
- 4) **INSURANCE:** I understand that it is my responsibility to ensure that I have adequate medical and travel insurance in place, and not the responsibility of JOA.
- 5) **RIGHTS AND LIABILITIES:** I will not hold JOA, its employees, partners or agents liable for any loss, damage, personal injury, delay or expense suffered or incurred by me. I agree to indemnify without limitation, JOA, its employees, partners or agents, against any loss or damage suffered by any of them or any claims made against any of them as a result of any breach or negligence by me during my participation on the volunteering programme.
- 6) **DATA PROTECTION:** I agree that JOA may hold and use personal data about me, as submitted in my bursary application form. JOA will use such information in accordance with data protection law.
- 7) **GENERAL:** I understand that any false statement or material omission in the information that I have provided to JOA will entitle JOA to withdraw the offer of a bursary.

I confirm that I accept the risks set out above and all other risks inherent in the project. I agree to abide with these terms and conditions. To the extent permitted by law, I expressly surrender all rights of legal action which I might have against Jersey Overseas Aid and the Government of Jersey regarding any injury, disease or expense that I may suffer as a result of the project.

I accept that the Jersey Overseas Aid Commission has a right at its absolute discretion to withdraw the offer of a bursary at any time between selection and the time of departure.

SIGNED AND DECLARED:

Print Name:

Date:

DRAFT