



PROJECT 2020 : The British Guild of Tourist Guides (the 'Guild').

Important guidance notes for those applying for a bursary

CRITERIA

The Guild is able to offer bursaries for applicants who already have been accepted on courses subject to the following criteria:

- The course must be accredited by the Institute of Tourist Guiding.
- The applicant must demonstrate their need for financial support.
- The applicant must demonstrate how they plan to run a business as a self-employed guide and, in particular, their anticipated sources of work.

In addition, the following considerations will be taken into account:

- Priority will be given to those courses where the Guild is the Training Provider.
- The Guild will endeavour to use these funds to encourage guiding in areas and languages where – in its sole judgement - qualified guides are needed, and which promote a greater diversity of applicants reflecting their respective communities and trends in visitors to the UK.
- The Guild is interested in encouraging younger and currently less financially secure applicants on all courses, subject to the prevailing recruitment criteria for that course. The intention is to encourage a sustainable, long-term career in tourist guiding.

PROCEDURE.

- Applications will be considered by the Project 2020 Committee, made up of qualified guides who are Guild and Institute members with the majority being active guide trainers accredited by the Institute of Tourist Guiding.
- The Committee will consider applications at times to be disclosed. These dates will be set at the beginning of the year and will be available from Guild Office.
- Julie Tan, the Manager of the Guild, is responsible for liaising with applicants and she will submit the completed forms to the committee for their consideration.
- The decision of the Committee will be final and non-negotiable. There will be no right to appeal.
- Applicants will be called for interview and will be asked to provide evidence of financial need.
- In exceptional circumstance, unsuccessful applicants may re-apply for a bursary on one further occasion.
- Personal data submitted will be treated as confidential. The Guild has a licence to hold data subject to the Data Protection Act.
- Evaluation: any successful applicant will send, within 3 months of the end of their course, a brief report stating in what way the bursary helped them (or otherwise); further monitoring of progress may be called for at a later date.

The application form is attached and candidates must submit this to Julie Tan, The British Guild of Tourist Guides, 52D Borough High Street, London SE1 1XN.

Your application will be considered at the next meeting of the Project 2020 committee but if it is urgent, it may be possible to deal with the application more swiftly.