** ROOKHOW RETREAT-AWAY FUND APPLICATION FORM**

Date received: ***OUR REF.***

Amount applied for:

|  |  |
| --- | --- |
| Name of organisation/ group |  |
| Website/ Facebook page: |  |
| How did you hear about the Rookhow Retreat Away Fund?  |  |
| Name of main contact  |  |
| Role in organisation |  |
| Email  |  | Tel no. |
| Tell us a bit about your group |  |
| Issues facing the group  |  |
| Number of participants  |  | Age of participants(*please underline)* | Under 16  | 16-25 | 25+ |
| Where are they from? |  |
| How many staff/ volunteers will be at Rookhow for your stay?  |  |
| Explain why you think this is an appropriate and safe staff/ participant ratio for your group |  |
| Proposed stay (*please tick or underline)* | Overnight mid-week(minimum 2 nights) | Overnight weekend(minimum 2 nights) | Day(mid-week)  | Other |
| Space needed (*please tick or underline all that apply)* | Bunkbarn | Meeting House | Yurt | Woods |
| Any specific/ rough dates? |  |
| How much subsidy are you asking for? (*please underline)* | 100% | 75% | 50% | 25% | other |
| Please explain why the funding is needed |  |
| What programme/ activities will you run at Rookhow?*(continue below)* |  |
| How will the participants benefit from staying here? |  |
| ***Please note a member of staff or named responsible person must be present at*** ***Rookhow for your funded stay, including overnight*** |
| Name of responsible person |  |

Along with this form, please send us your:

* Safeguarding policy
* \*Any additional information about the sessions you’ll run at Rookhow (one A4 sheet)

PLEASE READ

***Groups will be asked to pay £150 returnable damages deposit in advance of their stay and will be expected to leave the site as they found it. £100 deposit is due within a week of accepting the grant to secure the booking date. Balance (including damages deposit) is due at least 8 weeks before the date of the stay.***

***Groups will have their own insurance and be responsible for their own safeguarding and safety procedures whilst at Rookhow.***

CANCELLATION POLICY

Up to 8 weeks before, nothing to pay (or full refund of balance).

Less than 8 weeks pay 100% of balance (no refund).

In the event of a new booking being made by a different person for a cancelled date, Rookhow will return the balance to the original group and retain the £100 booking deposit plus £100 as an administrative fee (so £200).

Postponed bookings: guests can change their booking to another date up to 8 weeks before for no extra cost. After that, the postponement will be treated like a cancelled booking.

**We ask groups to be respectful of the Quaker Testimonies of Equality, Integrity, Simplicity, Community and stewardship of the Earth and Peace.**

*After their stay, we’ll ask groups to complete a short survey to feedback the positive outcomes for their participants & a chance to give any suggestions for the future. The information we collect is confidential and will be kept in accordance with our data protection policy. Please ask if you would like a copy.*

***Please return this form to Sue Nicholls, Rookhow Development Manager Email:*** ***contactrookhow@gmail.com***

Rookhow is a registered charity No. 1188409.

**The Retreat Away Fund is supported by local Quaker Meetings and individual donors & we put 5% of our commercial bookings income into the fund.**