

Date: xx xxx xxxx

CHATHAM NAVAL OFFICERS ASSOCIATION BURSARY APPLICATION

Cadet Surname: xxxxx **Cadet First Name:** xxxxx
Cadet Rate: xxxxx **Age:** xx
Unit location: xxxxx **Course:** xxxxxxxxxxxxxxxxx

Dear Chatham Naval Officers Association,

My name is xxxxx and I am a member of *insert name organisation/unit here*. I am writing to request consideration for a bursary towards the cost of the above course. The total cost of the course is £xxx, excluding transport costs.

Attending this course will give me an opportunity to *expand my knowledge and understanding of how power vessels operate and how they navigate. I will also gain knowledge on practical maritime engineering, catering and what to do in an emergency situation.* (*Adapt opportunity description as required*)

During my specialisation training within Sea Cadets Marine Engineering is an area that I really enjoy and I am keen to progress in. So being on a working power vessel for a week will be an incredible experience. (*Adapt this as required to reflect what the applicant sees as the most important benefit to be gained from the course*)

I would greatly appreciate any assistance CNOA could provide and would be willing on my return to provide a written account of my experience or to give a short presentation to your members.

Yours aye,

Applicant name, rate and signature

CO Name, rank and signature

***Matthew Vanns, GCGI
Lieutenant (SCC) Royal Naval Reserve***

To Be Put On The Organisation/Unit Letterheaded Paper:

Date: xx/xx/xxxx

Cadet Surname: Cadet Forename: Cadet Rate/Rank:
Age: Unit Location: Course:

Dear Chatham Naval Officers Association,

Commanding Officer/Officer in Charge Endorsement:

Commanding Officer/OIC to write 2 or 3 sentences supporting the application and confirming the benefits of attending the course....

I fully support this application for a CNOA bursary and have no hesitation in recommending (name the applicant) for (name the course), in pursuit of personal and unit development.

Yours aye,
CO/OiC Signature, Name & Rank

