

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:** xxxxxxxxxxxxxxxx

Dear Chatham Naval Officers Association,

My name is xxxxxx 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**

