**Training and Learning Fund**

The Directors have agreed that an Annual Training and Learning Fund of £10,000 should be set up using income generated from the community wind turbine.

Applications will be considered from individuals aged 16 and over (or by the parent / guardian of children under the age of 16), who are ordinarily resident in Hoy and Walls, (i.e. Hoy and Walls is where they live for most of the year) and wish to take up a wide variety of training and learning opportunities.

Applications from groups may also be considered (at the discretion of the Trust) where a workshop is required for joint interests.

In all cases grants will only be made where a certified instructor or body is running the course or workshop.

The IoHDT board have authorised Trust staff to manage the fund. They will assess and approve the majority of applications (some applications may need to be referred to the board for further clarity), ensuring that they meet the criteria agreed by the board and the charitable aims of the Trust:

1. To promote training, particularly among residents of the Community, and with particular reference to skills which will assist the participants in obtaining paid employment.
2. To advance education and in particular to promote opportunities for learning for the benefit of the general public.

Training grants are available towards the training costs of vocational courses, development courses (including driving lessons and examinations) or for professional qualifications; travel expenses and materials which are directly related to the course may also be applied for along with accommodation costs where it can be proven that the accommodation is necessary (for example, where ferry times do not fit with the course times). Please note that mileage and fuel costs will not be funded.

In a situation where the applicant requires the grant purely for travel or accommodation costs, applicants will be expected to provide proof of enrolment on the course along with any other bursaries / grants they may have achieved towards their accommodation. The applicant must also provide receipts for their travel & accommodation prior to payment of the grant being made.

 You are required to provide a statement on how the grant will benefit your personal development. Statutory qualifications to meet employers needs will only be considered in exceptional circumstances.

Individual Training & Learning Fund Awards (including those for applicants under the age of 16) will be up to £500.00 per applicant for the costs of the training, travel, course materials, or for accommodation costs, where awarded, for a period of 12 months from the date of acceptance. Please note that mileage and fuel costs will not be funded.

In exceptional circumstances, e.g. where course costs exceed £500 but are directly related to achieving employment, consideration will be given to awards of up to £1,000. Applicants supported in such a way, however, would not normally be eligible to apply to the fund during the following year.

At the Trust’s discretion, Group Training & Learning Fund grants may be awarded up to a maximum of £1,000 per group (and can include e.g. any associated travel costs for a period of 12 months from the date of acceptance)*.*

If funds are not used then they will be returned to the Training and Learning Fund for re-allocation. Allocation is dependent on the number of applications and the value of awards already granted during the year.

When other sources of funding are available, then these must be applied for before applying for a grant, and evidence of such, or ineligibility, must be demonstrated as part of the application process.

Grants are payable either:

* To the applicant on production of a signed receipt of payment. This option is not available for group applications.
* To the course provider direct on production of an invoice.

A Training and Learning Fund Award made for courses which span a number of years are awarded for the current funding year only; applications can be made for support for subsequent years, but applicants must appreciate that this does not necessarily mean an award will be made. An award will not be granted for any expenditure made prior to an application being approved; retrospective applications will only be considered in exceptional circumstances.

Liz Davidson

Finance & Administration Manager

e-mail: liz.davidson.iohdt@gmail.com

Tel: 01856 701356

**Training and Learning Fund**

**Grant Application Form**

**ALL QUESTIONS MUST BE ANSWERED OR YOUR FORM MAY BE RETURNED TO YOU**

**Please see accompanying guidance notes for assistance. Please contact us directly for further information. Individual application of up to £500 per 12 month period.**

**Section 1 – Applicant Details: (For groups, please enter the primary persons’ name in the first line and provide names of the other group members in section 6 (additional information).**

**Surname:………………………………………………………….Forename:…………………………………..Title:**………………..

**Childs Surname:**…………………………………………………**Childs Forename:**……………………………………………………

**Address**

**Line 1:……………………………………………………………..**

**Line 2:…………………………………………………………….**

**Line 3:**………………………………………………………………**Post Code:………………………………………………………………**

**Tel No:**……………………………………………………………..**Mob Tel No:**……………………………………………………………..

**E-mail:**……………………………………………………………..**Applicant Date of Birth:**……………………………………………

**Section 2 - Payment Details: (Tick One)**

1. **The training provider will invoice IoHDT directly:**
2. **I will send itemised receipts to IoHDT for repayment into my bank account:**

**(Not available for group applications)**

**Section 3 - Declaration:**

**I declare that the information given is complete and accurate and that I understand the terms and conditions attached to this application form. I confirm that no expenditure has been committed prior to this application.**

**Signed:……………………………………………………………Name:…………………………………………………………………….**

**Date:………………………………………………………………**

**Section 4 - Personal Development:**

**Please explain how this course will benefit you, your group or your child’s personal development:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Has this application been submitted at the request of your employer? (if applicable).....................**

**Is this qualification a statutory requirement of the job? (if applicable)............................................**

**If the skills/qualifications attained will be used in your current employment, please explain how the course will benefit you and/or your employer (if applicable):**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Have you approached your employer for funding (if applicable)?......................…………………………….**

**Will your employer agree to pay 50% towards the cost (if applicable)?.............................................**

**Are you self employed or a business owner?**..........................................................................................

**What field of work is this self employment or business in? …………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………….**

**Will the course/activity you are applying for directly benefit your self employment/business?........**

**……………………………………………………………………………………………………………………………………………………….**

**Section 5 - Training Course details:**

**Course Title:……………………………………………………………………………………………………………………………………**

**Training Course Provider:………………………………………………………………………………………………………………..**

**Cost of Course:………………………………………………………………………………………………………………………………..**

**Cost of Travel:…………………………………………………………………………………………………………………………………**

**Cost of Accommodation:…………………………………………………………………………………………………………………**

**Total Grant Requested from IoHDT:………………………………………………………………………………………………..**

**Expected Qualifications:………………………………………………………………………………………………………………….**

**Location of Course:………………………………………………………………………………………………………………………….**

**If the course is not in Orkney, please explain why you can’t attend a locally delivered course:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Length of Course:……………………………….……………Start Date:………………………End Date:………………………**

**Section 6 - Application Criteria:**

**Please confirm that you have lived in Hoy and South Walls for at least 6 months:**

**Please confirm that you are ordinarily resident in Hoy and Walls, (i.e. Hoy and Walls is where you live for most of the year):**

**Is this application to support you, your group, or your child’s education?**

**If yes, please explain how the funding will support you, your group, or your child’s education:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Have you applied for funding from other sources?**

**Have you attached evidence?..…………......**

**If you have not applied for funding from other sources, then please explain why:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Do you agree to provide feedback on the outcome of the training course?......................................**

**Please use the space below to provide additional information to support your application**

**For groups, please enter the names of all people in the group**

**For overnight accommodation costs, please provide the reason why the overnight stay is necessary.**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**OFFICE USE ONLY**

**Section 7 – Review and Approval:**

1. **Do you feel that you have enough information to make a decision?**
2. **Has it been proven that the grant meets the aims of the Trust?**
3. **In your opinion should the grant be approved?**
4. **Are there any restrictions/recommendations you would place on the grant?**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

1. **Please detail any further information you feel may be required:**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**Section 8 –Summary of Review:**

**Summary of reason for acceptance/rejection:**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**Summary of further information needed:**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**Other comments:**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………**

**Date recommendation made to Trust:……………………………………………**

**Date recommendation accepted:…………………………………………………..**

**Treasurer Name:……………………………………………………………………………**

**Signed Treasurer:**…………………………………………………………………………….