

Bursary Fund for Training 2017/18

Guidance Notes



VOCypf's Bursary Fund for Training aims to assist organisations working with children, young people or families to access training for their staff and volunteers to enhance workforce development and overall organisational performance.

Please Note: Funding cannot be granted retrospectively. Please ensure that you send in your application with ALL requested documents at least two weeks before the date of the training.

Eligibility criteria

- The applicant organisation must operate in the children's sector in Bedford Borough or Central Bedfordshire.
- Organisations must have a governing document and a building society or bank account. Any grant awarded will be paid by cheque payable to the organisation named or direct to the training provider if agreed. Cheques will not be made payable to individuals.
- Funding cannot be granted retrospectively. Please ensure that we receive your application at least two weeks before the date of the training you are applying to fund.

How much funding is available?

We will pay the costs of training up to a maximum of £100 per person per course and up to £200 per organisation per year.

Examples of training we can fund

- The cost of sending staff or volunteers on an external training course up to £100 per individual. (Costs can include course fees and travel expenses).
- A contribution towards the cost of hiring a trainer to come into your organisation to train a number of staff/volunteers up to a maximum of £200 per organisation per year

Examples of training we will not fund

- Applications from profit making organisations or statutory bodies.
- Applications from organisations not working within Bedford Borough or Central Bedfordshire.
- Organisations that have not filled in all sections of the bursary application form or do not provide any other requested information.

Application and bursary procedures

- Only requests on the official application form will be considered.
- On receipt of the completed application, we may contact you to ask for additional information.
- The decision of the Bursary Fund Panel is final and will be notified to you within 1 month of receipt of your application – we aim to respond in 14 days where possible.

Assistance

If you have any difficulties in completing this form, please contact

Gemma Williamson (VOCypf Officer) on 01234 213100 or gemma@voc-ypf.org

The completed form

Please send your completed form **and a copy of the training course information / prospectus** showing costs of the course (including course fees and travel costs) to:

Gemma Williamson, VOCypf, c/o CVS, 43 Bromham Road, Bedford MK40 2AA or by email to gemma@voc-ypf.org