Carsphairn Renewable Energy Fund Limited

Guidelines for Applicants – Vocational Training Grant

Please ensure that you read these guidelines before completing the application form

Background

Carsphairn Renewable Energy Fund Ltd (CREFL) is a company limited by guarantee established in 2009 to administer community benefit funds awarded by renewable energy companies to Carsphairn Community.

Aims of CREFL

- to help finance projects which would benefit the residents of Carsphairn community; and
- to assist inhabitants of the parish to continue their learning through further education.

Purpose

The CREFL Vocational Training Grant is intended to support full time residents of the Carsphairn Community Council Area who wish to further their vocational skills in order to improve their livelihoods or job opportunities.

Vocational training is defined as training that **'provides skills and education that prepare you for a particular job / trade / profession'**, including driving lessons**.**

Please read the following criteria to assist you with your application

Criteria

a) The applicant must be in full time residence, or be employed in the Carsphairn Community Council area

b) The applicant may apply for grants of up to £1,500 towards vocational training in each year, starting 1st September and ending 31st August. This can be used for one or more individual courses, but cannot exceed £1,500 in total. A separate application should be made for each course.

c) The grant can be used for:
- course fees;
- travel expenses (45p per mile for car, public transport costs must be supported with receipts);
  - NOTE: public transport costs will only cover the basic fare, international travel will not normally be re-imbursed
- initial course certificate/licence fee (ongoing licence fees will not be covered).

d) The course must have defined training outcomes; and
- be part of a skill training programme earning a certificate/certification; and/or
- lead to formal / recognised qualification; and/or
- lead to a professional qualification; and
- be run by an accredited/recognised institution or legitimate organisation

e) Conferences, seminars or networking events are not eligible for funding.

Conditions of Grant

a) Applications must be made **before** course attendance, and applications must be supported by course details, including course content, dates, location and costs.

b) If the applicant is successful, CREFL will make payment to the applicant following receipt of :
   - a copy of the receipt showing course payment;
   - proof of attendance at course (a certificate of completion or a letter from the course provider confirming attendance)
   - proof of any travel expenses incurred, including supporting receipts for public transport.
   - In the case of non-residence in Carsphairn Community Council area, a letter/email from your employer confirming your job title and employment status.

c) In certain circumstances it may be possible for CREFL to pay the training provider directly. Please make it clear on the application form if you wish us to do this.

NOTE: If you do not provide a valid application form and all required paperwork **before** the application deadline your application will be rejected and you will need to re-apply (this may cause your application to be deferred until the next meeting).