

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 which was established in 2009 to administer community benefit funds awarded by renewable energy companies to Carsphairn Community.

Aims of CREFL Limited:

- 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.

Please read the following criteria to assist you with your application

Criteria

- a) The applicant's address must be in the Carsphairn Community Council area.
- b) The applicant may apply for grants of up to £500 towards vocational training in any CREFL financial year (1 June to 31 May). This can be used for one or more individual courses, but cannot exceed £500 in total. A separate application should be made for each course.

Conditions of Grant

- a) If applications are made **BEFORE course attendance** applications must be supported by:
 - Course details, including course content, dates, location and costs
 - If the applicant is successful, they must provide proof of attending the course, plus a copy of the receipt/invoice within one month of course completion. Failure to do so will require immediate repayment of the full grant to CREFL.
- b) If applications are made **AFTER course attendance** applications must be supported by:
 - Course details, including content, date, location and invoice/receipt
 - Proof of attendance.
- c) CREFL will determine that a course has been attended when the applicant provides either:
 - a Certificate of completion; or
 - a letter from the course provider confirming attendance
- d) 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.