**Training Grant Group Application**

GUIDANCE (please read this before completing the application form).

The following information that you provide on this form will be considered by the Training Grant Panel. The maximum sum that can be awarded will be ***£1,500***. It is important that you do not leave any gaps to avoid your application being rejected. ONLY ONE APPLICATION PER ORGANISATION/GROUP CAN BE MADE PER QUARTER.

It is important that you give examples of how your training may benefit carers, for e.g., improving their health and emotional wellbeing, improving their quality of life and making a positive contribution to the community. Please not that only funding requests for training activities ***within 6 months*** from the date of the funding awarded will be considered and will need to be spent in that time period.

TERMS AND CONDITIONS (all of these must be met).

The funding is only used for the purpose STATED in this application form.

All successful applicants will need to provide evidence of the outcome of their training by completing a **Monitoring form** that will be provided.

On receipt of the monies, you will be accepting that you agree to the grant conditions above.

WHAT HAPPENS AFTER MY APPLICATION HAS BEEN SUBMITTED.

You will receive a confirmation letter/email that your application has been received.

If further information is required, you will be contacted.

You will be notified by Wigan and Leigh Carer’s Finance and HR Officer if your application has been successful

If you have been unsuccessful, the training grant Administrator will contact you to explain the reasons why you have not been successful.

If you have any queries regarding your application, please contact Suzanne by e-mail [suzanne.wilkinson@wlcccarers.com](mailto:suzanne.wilkinson@wlcccarers.com)

1 Is this a new application or appeal application? (If reappeal please fill in Appeal form).

2 Form completion date:

3 Name of organisation/group:

4 Address & postcode:

5 Telephone number

6 Contact name and e-mail address

7 Title of Training

8 When will the training take place?

9 Please give a full breakdown of all costs for the training including: room hire; tutor fees, materials and other costs

Room hire costs please state:

£35+vat Half day Training

£70+vat Full day Training

Tutor fees please state

Other fees please state

Total overall cost

10 Please describe the services/nature of your organisation/company/group.

11 Please provide a brief outline of the training session you intend to host with aims and purposes.

12 What will be the Maximum number of carers who can attend this training?

13 Please describe how the carers will benefit from the proposed learning/training and how will this be evaluated, i.e Mental/physical wellbeing, skill for life…

14 Please give any additional information in support of your application

15 Within the last two years, have you previously delivered training funded by the Wigan Council Carers Training Fund (if yes please give a brief outline and include the date of the last time this was delivered)

16 Following Q15 regarding funding awarded for previous training, did you complete a training grant monitoring form – if so, please state the date if known

Yes

No

Not applicable

17 We agree to the terms and condition of this funding and will submit the monitoring form following completion of the training in accordance with these conditions.

Please type your full name below to confirm these conditions

Thank you for the time that you have taken to fill in this form.

The next Panel meeting are: June 2022, Sept 2022, Dec 2022 and March 2023.

I look forward to being in contact with you soon.