ETF Bursary

Natspec Application Form

Please complete all parts and return to info@natspec.org.uk

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| **Section One - Applicant details** | | | | | | |
| Contact Name: | | | | | | |
| Organisation Address: | | | | | | |
| Postcode: | | | | | | |
| Tel. Number: | | | Web site: | | | |
| Email: | | | | | | |
| Type of organisation | | | | | | |
| General Further Education College | Sixth Form College | Independent training/learning provider | | Independent specialist college | 16/19 Academy | Adult and Community Learning |

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| **Section Two - Training Course & Travel Details** | | | | | | |
| Title of training course: Please include a web address. | | | | | | |
| Date of the training course: | | | | | | |
| What is the overall course cost? | | Excluding VAT  £ | | | Including VAT  £ | |
| How will you travel: | | | | | | |
| Travel by car should be worked out from main reception of the workplace to the venue location and | | | | | | |
| Total cost of travel: | | | | | | |
| Is this training available elsewhere? | | | Yes | | | No |
| If yes where is the training offered? | | | | | | |
| What would you do if you do not receive a bursary? | | | | | | |
| Will not attend | Funding from workplace | | | Self-fund the training | | |

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| **Section Three – Monitoring and Diversity** | | | | | | | | | | | | |
| Describe how the training course will impact on your development in the workplace.  (100 words only) | | | | | | | | | | | | |
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| Natspec wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation. | | | | | | | | | | | | |
| **Gender** | | | | | | | | | | | | |
| Male | | | Female | | | | Other | | | Prefer not to say | | |
| **Age** | | | | | | | | | | | | |
| 18-24 | 25-29 | 30-34 | | 35-39 | 40-44 | 45-49 | | 50-54 | 55-59 | 60-64 | 65+ | Prefer not to say |

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| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. | | | | |
| **White** | | | | |
| English | Welsh | Scottish | Northern Irish | Irish |
| British | Irish Traveller | Prefer not to say |  |  |
| Any other white background please state | | | | |
| **Mixed/multiple ethnic groups** | | | | |
| White and Black Caribbean | White and Black African | White and Asian | Prefer not to say |  |
| Any other mixed background, please write in: | | | | |
| **Asian/Asian British** | | | | |
| Indian | Pakistani | Bangladeshi | Chinese | Prefer not to say |
| Any other Asian background, please write in: | | | | |
| **Black/African/Caribbean/Black British** | | | | |
| African | Caribbean | Prefer not to say |  |  |
| Any other Black/African/Caribbean background, please write in: | | | | |
| Another ethnic group please write in: | | | | |

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| **Section Four - Payment of Bursary** |
| If your application is approved, we will need to know details of your organisations bank account to enable us to pay your bursary. Please note, we can only make a payment in to the organisations bank account.  **Important note** - Completing this application does not guarantee the approval of the bursary - an offer email will be sent out to you once this application has been approved.   **It is important that you do not book your training, or travel prior to receiving an offer email as a bursary payment cannot be made retrospectively.** |
| Name of bank: |
| Account name (this must be the organisation named in section one account): |
| Sort-code: |
| Account number: |
| Bank address: |
| Postcode: |

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| **Section Five – Terms and Conditions and Declaration** |
| Please ensure that you read and understand these terms and conditions before you sign the declaration.   1. **General**   1.1 To apply for the ETF bursary you must complete application form in full and send it to Natspec to process.  1.2 Incomplete Applications and Applications without supporting documentation will be returned to you.  1.3 By signing the Application, you agree to be bound by these terms and conditions.  1.4 You agree to participate in any promotional material by the relevant funding body publicising the benefits of the Bursary.  1.5 Natspec are entitled to vary these terms and conditions at any time and will give notice to you if necessary.  **2 Eligibility of the Bursary**  2.1 The ETF Bursary will not be given for expenditure incurred prior to the application being made and approved. You must therefore ensure that you have received your acceptance email confirming that you are eligible for the bursary before you enter any agreement with suppliers. You must not book your training, or travel prior to receiving your offer email as bursary payments cannot be made retrospectively against services that have already occurred or been arranged.  2.2 Payment of the bursary will be made in arrears on receipt of all the required invoices and receipts, which are dated after the date of the acceptance e mail.  2.3 Bursary’s are discretionary. Only the applicant named on this form can be funded. Any changes to this must be declared and approved in writing by Natspec.  2.4 The bursary will only fund up to a maximum of £250 per person with no more than three persons per organisation funded.  **3 Offer of ETF Bursary**  3.1 If your application for bursary funding is approved, Natspec will issue you with an acceptance email. The acceptance email will specify a deadline by which the Bursary must be claimed (the “Bursary Expiry Date”). If your claim is not received by Natspec on or before your Bursary Expiry Date, then your offer of bursary funding may be withdrawn.  3.2 The ETF Bursary is discretionary and is subject to availability of funding. The providers cannot and do not guarantee that any application for a bursary will be successful.  3.3 Any offer will be made based on the information you have supplied. If any of this information changes, including contact details, you have an obligation to contact us of the change. Depending on the nature of the change the terms of the bursary may be altered or the offer of bursary funding withdrawn.  3.4 I agree that should an offer of bursary funding be awarded because of my application; this may only be used against the activities as stated within this application.  3.5 Any offer of bursary made, is personal to you and accordingly you are not entitled to transfer any of your rights or obligations in respect of that offer and these terms and conditions without the prior written consent from Natspec.  **4 Bursary payments**  4.1 The process for payment of bursary funding will be as follows:  On commencement of the project, you should pay your training providers invoice in full and book your transport. You will need to provide proof of payment showing the full cost of the training course and transport. This proof of payment should be a copy of a receipted invoice or a letter/email from the training provider. We will not accept any other form of evidence.  You should raise an invoice, made out to Natspec for the agreed bursary contribution (do not add VAT).  Natspec will pay the agreed proportion of the final cost of the project to a maximum of £250. Should the final supplier invoice be less than the original cost of the offer Natspec will adjust the bursary allocation accordingly.  4.2 Natspec will endeavor to pay all bursary claims within 10 working days of receipt, provided they are complete and approved.  4.3 Bursary payments will only be made into an organisations bank account as specified within this application. Natspec do not accept any liability nor responsibility for any payment errors occurring from incorrect details being provided.  **5 Record Keeping and Inspections**  5.1 If Natspec ask you at any time, you must provide such additional information and cooperation as required for the purposes of monitoring. Natspec will be entitled to use this information in accordance with data protection. |
| **Declaration** |
| I declare that the information contained within this application is, to the best of my knowledge, accurate and complete in all respects, and I accept that any bursary paid will become immediately repayable in the event of any material inaccuracy or submission of false information. I accept that there is no right of appeal. I have read and accept the terms and conditions relating to the payment of bursary and I acknowledge the circumstances in which the bursary may be reclaimed or withdrawn. |
| Name (in block capitals): |
| Date: |
| Signature: |