

## **BMF TRAINING GRANT SCHEME APPLICATION FORM**

### **INSTRUCTIONS TO APPLICANTS: Before completing the form:**

**STEP 1:** Carefully read the Rules and Eligibility Criteria on the reverse of the form.

**STEP 2:** Check off each of the Rules to see if your application meets the requirements.

**STEP 3:** Check that you have included copies of RECEIPTED INVOICES with acceptable dates.

**PLEASE NOTE:** *Incomplete applications that lack the required information will be returned without being considered.*

### **Please return this form together with supporting evidence (See rules 4 and 5) to:**

Liv Whetmore, British Marine Federation, Marine House, Thorpe Lea Road, Egham, Surrey, TW20 8BF

*PLEASE WRITE IN BLACK INK*

**Name of Trainee(s):**

**Name and Address of Company:**

**Contact Telephone Number and/or Email:**

**Details of the Training to be Undertaken:**

(including date of course)

**Cost of the Training:**

(IMPORTANT NOTE: Please state the cost of TUITION FEES ONLY excluding: travel, accommodation, subsistence, assessment, certification, membership, additional charges for documents, VAT and any other costs)

**Grant Requested:**

(please tick as appropriate)

**Companies with less than 5 Employees – 50%**

**Companies with less than 5 Employees – Statutory/Regulatory – 50%**

**Others – 30 % (no Statutory/Regulatory)**

(See Rule 9 overleaf)

**What Qualification will this lead to?:**

(eg: NVQ, SVQ, BTEC, City & Guilds, etc)

**Please set out below (or attach on a separate sheet) details of how this training will help**

**develop and grow the company.** You should use this space to write a short justification of why or how the course is relevant to your business and how it will improve your staff/company performance.

I/We the undersigned have read the Rules and Eligibility Criteria For The Award Of A Training Grant and agree to be bound by them. (See overleaf for Rules and Eligibility Criteria).

Signature:

Position in Company:

Name:

Date:

## **RULES AND ELIGIBILITY CRITERIA FOR THE AWARD OF A TRAINING GRANT**

- 1 BMF Training Grants are available exclusively to Employers who are BMF Members for the purpose of marine industry training or qualifications for employees of their company.
- 2 Priority will be given to applications that show progress towards a qualification.
- 3 Applications must be submitted on application forms available from BMF Training. Applications with invoices for £500 (ex-VAT) or less, will be considered by BMF staff, in accordance with instructions from the BMF Training Service Committee. All other applications will be considered at BMF Training Service Committee meetings which may be held up to four times per annum in the months of March, June, September and December, subject to any variation for operational reasons. The most recent Rules and Eligibility Criteria in force at the time of the meeting will apply to all applications.
- 4 Grants will not be for full costs. Employers and/or Employees must contribute towards the cost. Grants will normally be allocated for reimbursement, in arrears, of TUITION FEES ONLY excluding: travel, accommodation, subsistence, assessment, certification, membership, additional charges for documents, VAT and any other costs.
- 5 Payments will be made only on the basis of reimbursement for expenditure already incurred, where evidence of expenditure incurred in the form of RECEIPTED INVOICES will be required for accounting purposes. Invoices must be dated within eleven months of receipt by the BMF.
- 6 No grant will be made in any area where alternative sources of funds are available, for example but not restricted to, funding available from the Learning and Skills Council, Local Enterprise Councils, the Further Education Funding Council and the Higher Education Funding Council.
- 7 In exceptional circumstances of special need BMF Training may temporarily vary one or more of the Rules and Eligibility Criteria, without prejudice or precedent, if it believes it would be in the best interests of the BMF or a BMF Member.
- 8 Those in receipt of grants must provide a brief written report on the benefit of their course when requested to do so by BMF Training.
- 9 The award of a BMF Training Grant is subject to funds being available and the amount of an individual award is discretionary. Companies with 5 or less employees will be awarded a maximum of £500 in any one financial year. In the case of group membership, this applies to each individual member company within the group membership. For companies with more than 5 employees the maximum grants in any one financial year is £1,000. Grants in this category will not be paid for statutory, regulatory or related essential qualifications that are required to meet basic operational needs, e.g. (but not limited to): First Aid, Fork Lift Truck/Crane/Hoist, Helmsman, VHF, General H & S, RYA Qualifications, LPG:
  - Companies with less than 5 Employees – 50%
  - Companies with less than 5 Employees – Statutory/Regulatory – 50%
  - Others – 30 % (no Statutory/Regulatory)
- 10 Grants are usually awarded for 30% of the tuition fees. BMF Members employing 5 or less employees are eligible for higher percentage grants, of up to 50%. These applications will be considered at Training Service Committee meetings. A company that employs 5 or less full time employees may make claims for statutory, regulatory or related essential qualifications that are required to meet basic operational needs (as per above list) but only if assistance or grants are not available from other sources.
- 11 The fund holder and scheme administrator is BMF, a company limited by guarantee. The award of a BMF Training Grant is not guaranteed and may be offered at the sole discretion of the BMF Training Service Committee. The total fund available to disburse, as BMF Training Grants, will be decided from time to time by the BMF. Applicants for a BMF Training Grant are not authorised to make any commitments or enter into any contracts on behalf of the BMF. All grants must be utilised for purposes as set out from time to time by the BMF Training Service Committee. In the event that an applicant ceases to be a Member of the BMF or in the event that monies are misused, the BMF reserves the right to recover any grant monies awarded. The decision of the BMF Training Service Committee is final.