

GUIDANCE

PURPOSE

The VALidate Training Grants Fund aims to support small VCSE organisations across Leicester and Leicestershire to access accredited training that will strengthen their skills, knowledge and capacity and provide validation to the delivery of their projects, services and activities. The fund is supported through local business sponsorship from the VAL Awards and is designed to complement, rather than duplicate, the training already offered by VAL.

WHO CAN APPLY?

Organisations must:

- Be a charity or community group.
- Operate within Leicester and/or Leicestershire.
- Have an annual income of less than £100,000.
- Be able to demonstrate how the training will benefit their organisation and the communities they support.

What Can Be Funded?

- Specific accredited operational training courses. For example, first aid or food hygiene training.
- Up to **two places** per organisation.
- Maximum contribution of **£100 per place** (£200 maximum award per organisation).

What Cannot Be Funded?

- Training already provided by VAL.
- Conferences or networking events.
- Qualifications requiring ongoing or substantial funding.
- Retrospective applications for training already completed before approval.

Payment Arrangements

- Organisations must arrange and book training directly with their chosen provider.
- Grants will be paid **in arrears** upon receipt of:
 - Evidence of attendance/completion.
 - Invoice and proof of payment.
 - A copy of your constitution/ governing document that includes a dissolution clause.
 - Copy of a recent bank statement dated within the last 3 months.

Assessment

Applications will be considered by a panel comprising representatives from:

- VAL
- Leicestershire and Rutland Community Foundation
- A representative from the local business sponsors of the VAL Awards.

Applications will be assessed against:

- Organisational need.
- Benefit to the organisation and its beneficiaries.
- Value for money.
- Alignment with the aims of the fund.
- Organisations demonstrating the need for funding support and why they can't fund this from other sources

Section 1: Organisation Details

1) Organisation name	
2) Main contact name	
3) Position/role	
4) Email address	
5) Telephone number	
6) Organisation postcode	
7) Annual income (confirm under £100,000)	
8) Number of staff and volunteers	

Section 2: Training Request

9) Name of training course(s)				
10) Training provider(s)				
11) Planned date of the training session you plan to attend.				
12) Is the training accredited?	YES		NO	
13) Number of places requested	ONE		TWO	
14) Cost per place				
15) Total funding requested				

Section 3: Need and Impact

16) Why is this training needed? (approximately 150 words)
17) How will the training benefit your organisation and the people you support? (approximately 150 words)

18) How will the learning be shared within your organisation? (approximately 100 words)

Section 4: Declaration

Declaration confirming:

- ☐ Information provided is accurate.
- ☐ Organisation meets eligibility criteria.
- ☐ Organisation understands payment is made in arrears.
- ☐ Organisation agrees to provide evidence of expenditure and a short case study.
- ☐ Organisation has provided required supporting documents – constitution, bank statement.
- ☐ Signature of someone authorised to put the application in on behalf of the organisation and date.

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SIGNATURE

DATE

Please return completed form and attach the supporting documents as stated above to grants@valonline.org.uk