



Application to fund a branch or regional training course

This form should be completed by anyone considering organising a branch/regional training course or event. Please read the attached FAQs, and get approval for funding from the Education team before you plan any training.

Please return to the Education Department, Prospect, New Prospect House 8 Leake Street London SE1 7NN or email education@prospect.org.uk.

We will endeavour to respond to requests within 7 days.

About you

Branch/Region - Code/Name	
Name of Person Making Application:	
When the was the last time funding was requested?	
Branch/Regional Position:	
Contact telephone number:	
Email address:	
Name of Prospect Officer/Organiser Supporting Your Application:	

About the training course / event

Type of course / event	Branch <input type="checkbox"/>	Regional <input type="checkbox"/>
Name of course		
Date of course		
Course location		
Who is expected to tutor this course? (If this is from an external source, then full costings are required)		
Number of attendees (a minimum of 8)		
Please explain how this learning/development need was identified and what is the expected benefits of this course?		

Please provide a fully itemised estimate of the funding you require in the boxes below:	
Accommodation including explanation:	
Travel & subsistence (in line with policy)	
Catering (meals, refreshments during course)	
Venue costs	
Any additional costs	
Do any of the reps who will attend this course have any additional needs? If so, please provide details:	
Are there any branch funds available to contribute to this request?	
Are there any printing requests from the education team? If so please send details at least 2 weeks before the date of the course to the education@prospect.org.uk .	

Any significant changes to the costings listed above, please notify the education team as soon as possible.

Frequently Asked Questions (FAQS)

Who can apply to fund?

Applications to fund to organise branch or section training courses can be submitted by representatives or Prospect/BECTU officials. If the application is submitted by a representative, it must be supported by the relevant Prospect/BECTU full-time officer (FTO).

What sort of training do you fund?

- Delivery of our standard courses to a branch-specific audience
- Delivery of TUC/unionlearn courses to a branch-specific audience
- Development and delivery of bespoke trade union courses not otherwise available from either Prospect/BECTU or TUC/unionlearn

We are very flexible in our approach to training solutions. If in doubt, it's always best to get in touch.

What do I need to do before I submit my funding application?

Discuss and agree your proposed training dates with your potential trainees and the relevant Prospect/BECTU FTO. This may be your Negotiations/National Officer or your Prospect/BECTU Organiser. You will need to make sure that the appropriate FTO is willing and available to deliver the course for you on the dates that you have proposed.

You should have obtained costed estimates for any venue and equipment hire, accommodation and catering that you will require in order to run your course.

We expect you to have compared at least 3 different potential venues and to have selected that which provides best value for Prospect/BECTU's money. Applications submitted without estimates will be returned to the applicant.

Who will administer my course?

Unless otherwise agreed in advance, the Education Team expects that the branch/section applying for funding will carry out the administration of the course to include:

- Sourcing a venue and a confirmed tutor
- Processing applications
- Issuing joining instructions
- Providing learner data to the Educational Team

If I want to run a training event around the same time as a branch/section meeting, who will pay for the training?

The Educational team will pay the direct costs incurred in the delivery of the training event. We will also reimburse subsistence incurred by delegates whilst undertaking training. Travel costs will normally be borne by branches/sections.

How many trainees do I need to make a training course viable?

Generally, we will not consider funding a course with fewer than 8 confirmed applicants. However, please contact us if special circumstances exist.

Can you help us to source a venue?

Yes. We have a regularly updated list of venues nationwide and can advise you on possible venues.