



Coigach Community Development Company (CCDC)

Company No: SC374107 Charity Registration: SC047971

Registered Office: Coigach Community Hall, Achiltibuie, Ullapool IV26 2YG

CCDC Training and Education Bursaries Fund

Application Form for Individuals aged 16+

(Please read the Guidance about the Fund on page 3 before completing the Application)

ABOUT YOU	
Name of Applicant	
Contact Details (Address, Telephone Number(s), Email)	
ABOUT YOUR COURSE/ QUALIFICATION	
Name of the Course/ Qualification you want to do	
Name and Contact details of the Training Provider/ College/ University etc	
Length of Course (Start & End Dates)	
Cost of the Course	
What other costs do you anticipate incurring?	
YOUR SUPPORTING STATEMENT	
Please explain how a grant will make a difference to you. Please tell us what you hope to do as a result of your education or training course.	

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YOUR SUPPORTERS
(Please provide details of two people who can support your application)

<p>Support Person 1 (A trainer, tutor, or staff member from the organisation college or university that is providing your course.)</p>	Name: Organisation: Position: Telephone: Email: Relationship to you:
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<p>Support Person 2 (A person from your local community who is not from your family, but has a good knowledge of your plans for education or training.)</p>	Name: Organisation: Position: Telephone: Email: Relationship to you
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YOUR DECLARATION

I declare that the information included in this application is correct and if I do not provide the correct details in any section my application may be withdrawn. If requested to do so by CCDC, I will be able to provide evidence that I have a place on the course. I understand that the decisions made by CCDC are final. I understand that if I am offered an award I will need to submit evidence to CCDC of my bank details to enable the grant to be paid. By submitting my application, I agree to allow CCDC to retain on its database the personal data I have supplied in order to process my application and administer any award CCDC may make to me.

Signature

Date

When you have **completed your form**, please send it by **email or post** to:

Coigach Community Development Company

Email: info@coigachcommunity.org.uk

Address: CCDC, Coigach Community Hall, Achiltibuie, Ullapool IV26 2YG

If you require **any further information or guidance** about submitting your application, please contact one of our Local Development Officers either by using the email address above or by phone:

Julia Campbell (01854) 622 379

Donald Macleod (01854) 622 372

Guidance about the Training and Education Bursaries Fund for Adults 16+

1. Purpose of Fund

The **purpose of this fund** is to enable **people belonging to the community of Coigach, aged 16 + to pursue training and educational opportunities and to develop their skills** in line with this following extract from CCDC's Charitable Objects:

"to provide assistance for access to training opportunities to relieve unemployment and improve skills development within the Community"

The **community of Coigach** is defined by the postcode units IV26 2YT, IV26 2YR, IV26 2YJ, IV26 2YN, IV26 2YS, IV26 2YL, IV26 2YP, IV26 2YG, IV26 2YB, IV26 2YF, IV26 2YH, IV26 2YW.

2. Features of the Fund

The Fund is open **for application for all adults of the community of Coigach aged 16+ who wish to develop their skills and who are undertaking courses delivered by accredited organisations and recognised training providers**. To give you some examples, this Fund is open to prospective and current students at colleges or universities, apprentices, and any adults wanting to undertake further training/ skills development.

Note that this Fund is for **individuals only**. For eligible organisations wishing to apply for financial support, CCDC has a separate Fund and a different Application form (see below for contact details).

There are **no employment criteria** which need to be met. Applications are welcomed from people whether they are employed, self-employed, returning to work, re-training, unemployed or run their own business(es).

Bursaries are for a **maximum of £500.00 per applicant per financial year for those aged 16+ - but no more than £1,500.00 in any 5-year period**.

A Bursary Award made for courses which span a number of years is **awarded for that academic year only**. Whilst applications can be made for Bursary support for subsequent years, this does not necessarily mean an award will be made during subsequent years.

Awards are dependent on the **number of applications** and the **value of awards already granted** during the year.

Successful applicants are required to start **drawing down awarded funds within 3 months** of their acceptance of the award or you may risk the award being withdrawn.

If you are given an award under this fund we may wish to use this information in our promotions but if so, we will discuss and agree it with you beforehand.

N.B. CCDC has 3 other Funds each with their own Application forms:

- (1) **Wellbeing Fund** which is open to support **adults (aged 16+)** living in Coigach to participate (including to perform) in a range of **arts, cultural and natural heritage, leisure and recreational, and scientific events, non-certificated/informal lifelong learning courses and activities** (this fund is for individuals only);
- (2) **Supporting Children and Young People Fund** - from birth to the end of secondary education (this fund is for individual children and young people);
- (3) **Small Grant (up to £5,000) Fund for Organisations.**

Please **contact CCDC** for further information about these funds.

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Phone: Julia Campbell (01854) 622 379/ Donald Macleod (01854) 622 372 (Local Dev Officers)