



Application Form 1st January – 31st December 2023

Company Name

**Application Deadline
15th December 2023**

Supplier	Training Content	Amount without VAT
TOTAL VALUE without VAT		£
Subscription paid (without VAT) in 2023		£
CLAIM (equal to or less than subscription figure above)		£

Please attach copies of external training invoices paid in support of the claim. Please ensure the supporting documents are send as one pdf only.

This grant is subject to the terms and conditions listed on page 2 of this application form.

Contact Name: _____

Job Title: _____ Date: _____

Payment will be made by bank transfer. Please provide bank details below if this is the first time you have claimed, or your details have changed.

Bank Name:

Account Name:

Sort Code:

Account No:

Please return this form and supporting pdf to George Clarke at george.clarke@picon.co.uk

Registered office: Picon Limited, The Old Manor House, Manningford Bruce, Pewsey, Wiltshire SN9 6JW



Training Assistance Grant

Terms and Conditions

The approved grant will be paid by bank transfer to the account detailed overleaf or previously provided. Training costs fees paid net of VAT with the following conditions of eligibility:

All subscription-paying members of Picon Limited will be able to claim up to 100% of the cost of the training course net of VAT up to the amount of their subscription paid. To avoid administrative overheads, each claim submitted should be for a minimum of £250, however, this should not prevent claims for lesser amounts if no further claims are anticipated in any one year.

Membership subscriptions must be up to date and paid before 31st March in the year of the application. Members who do not pay their annual subscription until after 31st March will forfeit their Training Assistance Grant for the year.

Applications for any one year must be submitted **no later** than 15th December of that year.

Carry forward or back of any unused allowance to other years is not allowed.

Training courses must be related to the business objectives of the member claiming the grant. In-house training, unless conducted by an outside recognised training organisation, staff travelling and accommodation are not covered by the scheme. However, study materials and examination fees are eligible.

Claims can only be made in respect of expenditure actually incurred i.e. fees for courses must have been paid to a provider.

Payment of grant will be made against a paid third-party invoice from a recognised training or educational organisation. The same invoice cannot be used to support a TAG and TAGX claim.

All applications must be submitted by email, please complete the TAG Application Form and send it with a copy of relevant invoice(s) to **George Clarke** george.clarke@picon.co.uk.

The decision of the Chief Executive Officer of Picon Limited will be final in deciding the eligibility of any claim.

February 2023

For office use only

Subscription paid by 31st March

Training in accordance with guidelines