



# Application Form 1<sup>st</sup> January – 31<sup>st</sup> December 2023

Company Name

Application Deadline  
15th December 2023

Supplier	Training Content	Amount without VAT
<b>TOTAL VALUE <span style="color: red;">without VAT</span> (A)</b>		<b>£</b>
<b>TOTAL VALUE (A) x 75% (B)</b>		<b>£</b>
<b>GRANT APPLICATION i.e. the lesser of box (B) or £5,000 max</b>		<b>£</b>

**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 2-3 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](mailto:george.clarke@picon.co.uk)**

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



## Terms and Conditions

### TAG Extension - TAGX

In recognition of the need for members to continue to train and upskill their workforce, Picon offers the member benefit, TAGX.

TAGX is a grant given to Picon members reimbursing third party training costs. Picon will fund 75% of the value of eligible training costs net of VAT up to a total of £5,000 per year. For every £4 a member company spends, Picon will reimburse £3. For example - a member can spend £6,667 on training and will receive a grant of £5,000.

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

- Membership subscriptions must be up to date and paid before 31<sup>st</sup> March in the year of the application. Members who do not pay their annual subscription until after 31<sup>st</sup> March will forfeit their eligibility to claim TAGX for that year.
- In any year, grants paid to each member will be limited to 75% of the cumulative total up to a maximum of £5,000 per year. Therefore, the maximum amount of expenditure that can form the basis of a claim is £6,667.
- Applications for any one year must be submitted **no later** than 15<sup>th</sup> December of that year.
- This grant is at the sole discretion of Picon Limited and there is no contractual right for members to receive this grant.
- In order to avoid administrative overheads, wherever possible, each claim submitted should be for a minimum of £750, however, this should not prevent claims for lesser amounts if no further claims are anticipated in any one year.
- Carry forward or back of allowances to other years is not permitted.
- 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 the 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.
- The scheme will be reviewed annually on the 31<sup>st</sup> December and may be withdrawn at the sole discretion of Picon Limited.
- TAGX does not affect a member's right to claim TAGS up to the amount of their subscription net of VAT.
- All applications must be submitted by email, please complete the TAGX Application Form and send it with one pdf document containing copies of the relevant invoice(s) to **George Clarke** [george.clarke@picon.co.uk](mailto:george.clarke@picon.co.uk)
- The decision of the Chief Executive of Picon Limited will be final in deciding the eligibility of any claim.
- If you wish to confirm the eligibility of the training prior to applying for the grant, please contact Bettine Pellant [bettine.pellant@picon.co.uk](mailto:bettine.pellant@picon.co.uk)

February 2023

**For office use only**

Subscription paid by 31<sup>st</sup> March

Training in accordance with guidelines