Application Form 1st January – 31st December 2026

Application Deadlines
Q1 - 30th June 2026
Q2 - 30th September 2026
Q3 - 15th December 2026
Q4 - 31st March 2027

Company Name

Supplier	Training Content	Amount without VAT
	TOTAL VALUE without VAT	**£**
	Subscription paid (without VAT) in 2026	**£**
	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 excluding 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 in any quarter must be claimed for by the end of the following quarter. For example training paid for in Q1 (up to 31st March) must be claimed by 30th June. Training paid for in Q2 (up to 30th June) must be claimed by 30th September. Training paid for in Q3 (up to 30th September) must be claimed by 31st December. Training paid for in the final quarter of the year must be claimed by 31st March of the following year.

Training does not have to be completed within the same quarter as payment is made.

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 eligibility of any claim.

January 2026

For office use only

Subscription paid by 31st March ☐

Training in accordance with guidelines ☐