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 (A)	**£**
	TOTAL VALUE (A) x 75% (B)	**£**
GRANT APPLICATION i.e. the lesser of box (B) or £5,000 max in a 12 month period		**£**

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

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 £3,500.00 on training and will receive a grant of £2,625.00.

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 31st March in the year of the application. Members who do not pay their annual subscription until after 31st 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 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 the following year.

- This grant is at the sole discretion of Picon Limited and there is no contractual right for members to receive this grant.

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

- 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 31st 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**

- 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

For office use only	☐
Subscription paid by 31st March	☐
Training in accordance with guidelines	

January 2026