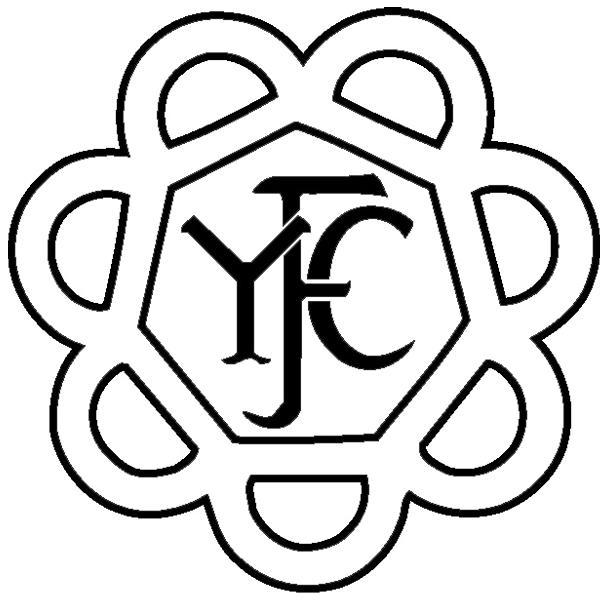
**NORTHAMPTON TOWN & COUNTY FEDERATION OF YOUNG FARMERS' CLUBS**



YFC Office

Moulton College, Lodge Farm

Pitsford Road, Moulton,

Northampton, NN3 7QL

Tel/Fax: 01604 670562

E-mail: kate-everard@btconnect.com

**Training Budget Application Process**

1. The applicant shall request a current Training Budget Application Form from the County Office (address above). The application form may be subject to change, and only applications made on the current form will be accepted.
2. The applicant will ensure that sufficient time is available for the application to be assessed (currently one month) before the closing date for applications to attend the course. Late applications may be accepted at the Finance Committee’s discretion, but an expedited response may not be available.
3. The applicant will ensure that the application form is completed fully and truthfully.
4. Once the completed application is received by the County Office it shall be distributed to the members of the Finance Committee. All applications will be treated in confidence.
5. The Finance Committee shall use an appropriate forum (possibly a meeting, but more likely email) to discuss the merits of the application. The County Office will serve as the conduit for any required clarification, and responses will be distributed to the Finance Committee members.
6. The responses (in writing or email) of the majority (half + 1) of the members of the Finance Committee to the County Office will be required before the decision is considered made. (In the case that Finance Committee members are also referees for the application, they will be excluded from the decision and the number of responses required will be adjusted pro rata.)
7. The Finance Committee members will provide their decision to the County Office at their earliest convenience, but certainly within one month of receipt of the application by the County Office.
8. The County Office will inform the Finance Committee members when sufficient responses have been received and the decision made.
9. The applicant will be informed by the County Office of the result of their application in writing or email stating only the acceptance or failure of the application, and monetary amount granted. No further details will need to be provided by the County Office, as the decision is final. At the discretion of the Finance Committee or County Office supporting details may be given in this correspondence only.
10. The applicant may withdraw the application at any point before money is paid without cost. Once payment has been made by Northants YFC, subsequent application withdrawal, or non-attendance on the course, will result in the attendee reimbursing the payments made by Northants YFC.
11. The applicant must be prepared to show a copy of the end of course certificate if requested by the County Office or the Finance Committee.
12. The applicant will be responsible for any costs incurred in association with attendance on the course over the amount of the grant.
13. The applicant will present a written appraisal of the course, including course content and applicability to the attendee, value for money, a recommendation of the course to others, and any negative aspects of the course. This will be provided within one month of attendance on the course. The applicant may be asked to give a presentation to their club or county meeting.
14. Anonymised information regarding applications and courses may be collated and presented to Northants YFC committees.
15. Course feedback may be used in advising future applicants and in future application assessments.