



West Somerset Railway Association

The Railway Station, Bishops Lydeard TA4 3 BX

WSRA POLICY No F6: Training Grants Policy and Process

WSRA Training Grants Policy and Process

1. **Purpose:** The West Somerset Railway Association in accordance with its Memorandum and Articles of Association seeks to promote individual learning and training in the skills required to maintain the heritage of the railway from Taunton to Minehead.
2. **Applications for Training Grants should include:**
 - A full description of the training or learning that the Grant is to fund
 - Details of the training/learning provider
 - Details of any qualification that will be obtained and its level within the NQF (if appropriate), together with details of the awarding body
 - If part funding is sought: detail of how the balance of the funding is to be provided
 - Details of any other financial support being provided to facilitate the training/learning
 - A statement indicating how the training/learning will enhance the maintenance of the heritage of the railway from Taunton to Minehead
3. **Funding Guidelines:** The WSRA regards some aspects of training provision as properly the responsibility of WSR Plc. This includes safety matters and operational training relating to the safe and successful running of the operating company.
4. **Successful Applications will:**
 - Show how the training/learning will enhance the individual's skills in relation to the maintenance of the heritage of the railway from Taunton to Minehead
 - Show commitment to continuing involvement to supporting and maintaining the heritage of the railway from Taunton to Minehead either through on-going employment in a role which fulfils this criterion, or through volunteering in a capacity which does so
 - Show how the grant will benefit the heritage of the railway from Taunton to Minehead in the wider sense
 - The WSRA is keen to encourage match funding and applications should indicate what other support has been sought and obtained in respect of the training/learning
5. The WSRA would prefer to make payment direct to learning/training providers.
6. Funds will only be paid to individuals upon production of a receipted invoice dated subsequent to a Training/Learning grant award having been approved by the WSRA Trustees. No payment will be made for any contractual obligations in respect of learning/training entered into by an individual prior to their having received written confirmation from the WSRA that their application for a grant has been approved.
7. By accepting a WSRA training/learning grant an individual agrees to report to the WSRA as their progress and to provide details of any award/qualification achieved.
8. By accepting a WSRA training/learning grant an individual agrees to co-operate with respect to suitable anonymised reporting of the grant making activities of the WSRA.

9. By accepting a WSRA training/learning grant an individual agrees to acknowledge that a grant was received from the WSRA, a registered Charity.

Policy Author	Diana Ricketts-Tanner - Trustee
Sign off by WSRA Board	11 December 2023
Effective Date:	12 December 2023
Frequency of review	Bi -Annually
Next Review due:	December 2025



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WSRA Training Grants and Policy – Application for a Training/Learning Grant

Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Your role on the WSR:	
Name of your line manager:	

Purpose of Grant (A full description of the training or learning that the Grant is to fund) :	
Details of the training/learning provider:	
Full cost of Training:	
Amount of Grant Sought:	
Details of Qualification to be obtained (Details of any qualification that will be obtained and its level within the NQF (if appropriate), together with details of the awarding body):	
Details of Match and/or other support funding secured:	
If part funding is sought: detail of how the balance of the funding is to be provided	
Details of any other financial support being provided to facilitate the training/learning	

Personal Statement (indicating how the training/learning will enhance the maintenance of the heritage of the railway from Taunton to Minehead):

By accepting a WSRA training/learning grant you agree to report to the WSRA as to your progress and to provide details of any award/qualification achieved. By accepting a WSRA training/learning grant you agree to co-operate with respect to suitable anonymised reporting of the grant making activities of the WSRA. By accepting a WSRA training/learning grant you agree to acknowledge that a grant was received from the WSRA, a registered Charity.

The WSRA would prefer to make payment direct to learning/training provider.

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I have read and understood the WSRA Training Grants and Policy and the purpose thereof.

Signed:

Date

Print Name:

FOR OFFICIAL USE ONLY	
Date Received	
Date reviewed by WSRA board of Trustees	
Applicant advised of outcome	
Reasons for refusal	
Outcome of successful training/learning	