

## **Land Management Training Project 2014/15**

# **Applying for support for Rural Skills Training – Eligibility Criteria and Conditions**

### **Eligibility Criteria**

#### **1. Eligible Trainees**

- Employees or owners of businesses (including sole traders) actively involved in practical management of land and/or livestock **wholly or partially within the Park boundary.**
- Individuals not currently employed by eligible businesses but who can demonstrate a firm commitment to working in the land management sector in the Park in future.

#### **2. Eligible business sectors**

- Estates
- Forestry and woodland
- Agriculture and equestrian
- Water environment, fisheries
- Horticulture/landscaping/nurseries
- Agents, advisors, contractors and other service providers to the above sectors

#### **Non-eligible business sectors**

- Tourism providers, hospitality
- Outdoor recreation providers (other than equestrian)
- Construction/developers

#### **3. Eligible training**

Training must be directly related to the skills required for land management activities and best practice in land management. The support is for short courses of up to five days duration on practical rural skills, and excludes long term, formal further education courses. The final decision as to the eligibility of specific types of training is at the discretion of CNPA.

Examples of eligible training include chainsaw, tractor/trailer/ATV driving and handling, use of pesticides, and outdoor first aid. Examples of ineligible training include office-based IT, ski instruction and Mountain Leader courses.

#### 4. Eligible costs

- Trainer's charge for course and assessment/test if applicable
- Reasonable trainee travel costs (details on Claim Form). We expect travel costs to be minimised through use of public transport and car sharing where possible. The final decision on eligibility of travel costs is at the discretion of CNPA.
- Subsistence/catering
- Venue hire

#### **Important – please note:**

For VAT registered businesses applying, VAT on any element of the training costs is **not** eligible as part of the claim, and the amount reimbursed will be calculated at 30% of net cost. For non-VAT registered businesses, reimbursement will be at 30% of the full cost inclusive of VAT.

### Conditions

1. Training should be competitively priced.
2. Applicants should be open to inclusion of other trainees in the locality requiring the same training.
3. Approval for CNPA funding must be in place **before** the training takes place, though training can be booked before approval. An exception to this is training which has taken place between 1<sup>st</sup> April 2014 and the launch of the project; retrospective applications for support for training during this period will be accepted.
4. Applications should be submitted as far in advance of the training as possible. However, applications will not be accepted for training more than 6 months in advance, or for training after the end of February 2015.
5. Claims must be made within 4 weeks of the training taking place, and by 28<sup>th</sup> February 2015 at the latest. Claims received more than 4 weeks after the date of training specified on the application form may not be reimbursed. If training is delayed for any reason, CNPA must be notified and informed of new dates. These fairly tight timing conditions are necessary as the total length of the project is quite short.
6. Copies of invoices for all components of a claim (except car mileage) must be sent in with the Claim Form. All invoices must be made out to the named business making the claim.
7. Where courses are organised for a group of trainees and only some of them meet the eligibility criteria, reimbursement will be made *pro rata* to cover 30% of the costs of the eligible trainees only.
8. There is an upper limit of £250 for the total amount reimbursed per training place. The maximum total subsidy for one business during the project lifetime is capped at £2000. Exceptions to these limits will be at CNPA's discretion.