

Land Management Training Project 2015-16

Applying for support for Rural Skills Training Information for Applicants

The CNPA is fully committed to supporting training for land-based businesses in the Park. For this year (2015/16) we are continuing to offer support through the Land Management Training Project for short courses (under five days duration) in key rural skills. It is up to you to arrange training with your choice of trainer, time and place. Once the training has been delivered, we will reimburse 30% of your training costs.

The cost of training which meets the Eligibility Criteria will be reimbursed at a level of 30% on a first come first served basis. There is a limited fund for this support and no further applications will be accepted once the funds are fully allocated, so we recommend applying early.

You can apply for more than one training course at a time for any number of trainees. However, there is an upper limit of £250 for the total amount reimbursed per training place, and the maximum total subsidy for one business during the financial year is capped at £1200. Exceptions to these limits will be at CNPA's discretion.

To make your training time and cost effective, we strongly encourage you to collaborate with neighbouring businesses to arrange group training for employees where possible. In this case, we can reimburse costs either to one lead partner or to individual partners separately depending on how payment for joint training is organised.

If you need further information or help with your application or claim, please don't hesitate to contact:

Penny Lawson, Land Management Officer

pennylawson@cairngorms.co.uk, 01479 870519

or

Catriona Campbell, Admin Support Officer

catrionacampbell@cairngorms.co.uk, 01479 873535

How to apply

1. Check that your training course(s) and trainees meet the Eligibility Criteria and note the Conditions of the subsidy.

2. Obtain a written quote for the training you need (this can be simply an email from the trainer). You can apply for several sessions of training at once, but not more than 6 months in advance.
3. Complete and return the Application Form **along with your written evidence of the cost** to CNPA.
4. We will assess the application and let you know as soon as possible by email whether it has been approved for support.
5. Once your training has taken place, fill in and return the Claim Form to CNPA, along with copies of all invoices. You can claim for more than one training session at a time, but please note that the Claim Form must be returned **within four weeks of the start of the training you are claiming for**. Claims returned later than this may not be reimbursed.
6. We will notify you by email once your claim has been processed. You will normally be reimbursed by BACS or cheque within 4 weeks of us receiving your Claim Form.