# Alliance Members’ Training Fund Application Form

**Eligibility**Any current Alliance member organisation with an annual income of less than £250,000.

**Bursary amount**£50-£250

**Bursary Criteria**
Up to £250 contribution towards attendance at a training course in the UK or online. You should be able to demonstrate how the training supports your organisational aims.

The bursary can cover training fees and/or public transport costs.

**Application Process**

**Step 1:** Complete this application form and return it to admin@intdevalliance.scot Applications will be considered on a first come, first served basis.
**Step 2:** The Alliance will get back to you within a maximum of 10 working days to let you know whether your application has been successful.
**Step 3:** You will then be sent an expenses form to complete and return with copies of your receipts. We must receive receipts before payment is processed.

**Step 4**: After attendance at the course you will be asked to complete a short online feedback form. Payment will be made by bank transfer **after** you have completed the course and the feedback form. Payments will not be made in advance of your attendance at the course.

## Name of person applying:

## Name of person attending the course if different from above:

## Organisation:

## Contact email address:

## Course Name and Provider:

## Course Date:

## Bursary Amount Requested (max £250): £

## Full cost of training course: £

## Estimated public-transport travel cost: £

## Link to course information online (if possible):

## Course Topic

## Communication [ ] Employment [ ] Fundraising [ ] Governance [ ] Project Management [ ]  Staff Management [ ]  Transparency [ ] Volunteering [ ] Other [ ]  (please specify):

## How do you think this course will impact the work of your organisation? (Max 150 words)

##

If you have any questions about this fund then please get in touch with our Membership Services Manager, Catherine Garner (catherine@intdevalliance.scot).