

**Federation of Wholesale Distributors (FWD) - Application for Training Bursary**

*Please read through the application form carefully and ensure that all questions are answered.*

**Personal Details:**

Title

First Name

Surname

Gender

Job Title

Field/Department

Company

Address of Company

Telephone

Email

**Details of course:**

Title

Type of Training

Course Provider

Location (e.g. London)

**Date(s) of course:**

From: (Month/Year) To: (Month/Year)

Cost of course

Bursary amount requested:

£

(Should not exceed £2,500)

Please explain how the proposed training will be of value to your role:

Please explain how the training will enhance your personal development and career aspirations:

**Authorisation for Application**

*Please note that this section of the application needs to be counter-signed by your HR Director/Head of HR prior to submission.*

Please set out how the application for funding meets the aims and objectives of your company’s learning and development strategy/plan:

I support the Bursary Application request as set out above, and agree to provide additional information as requested by the FWD Trustees.

Signed: ­

**(HR Director/ Head of HR)**

Printed: ­­­­

Telephone:

Email:

Date:



**Rules for Application**

1. A maximum of £2,500 (50% of the total amount, up to £2,500) of match funding will be available for each grant application in respect of training which supports professional development.
2. Grants awarded by the Trust are payable on the basis of match funding from the employees organisation or the individual.
3. A maximum of five grants can be made in any financial year from May 1st to April 30th to any single organisation.
4. Any member of the FWD or individual member of a buying group in the FWD or SPAR UK wholesaler can apply for a grant.
5. Individuals are required to complete the funded course otherwise the trustees can request the repayment of some/all of the grant paid.
6. Grants awarded by the Trust will be paid directly to external providers. Training providers need to produce two invoices, one for the wholesaler, and one for the Fellowship Fund, each for the amount payable (up to £2,500 for the Trust).
Invoices for the Fellowship Fund should be addressed to:

Fellowship for Management in Food Distribution
Hygeia Building
66-68 College Road
Harrow
Middlesex HA1 1BE
7. Grants will be approved quarterly by the trustees at dates to be advised. Any grant applications made outside of the dates can be agreed by at least two trustees.
8. Grants awarded for courses which run for more than one year will be awarded up to £2,500 (50% of the total amount, up to £2,500) per annum for a maximum of three years. The grant will be payable in up to £2,500 instalments each year and subject to review and amendment by the trustees at their discretion.
9. Each application form will be provided for completion by the individual(s) seeking the grant. Each application must be countersigned by the HR Director or Head of HR of the employee’s organisation.
10. If a trustee wishes to apply for a grant, then any such application would need to be approved by two other trustees.
11. Completed application forms should be returned to: bursary@fwd-uk.com or FWD, 9 Gildredge Road, Eastbourne, East Sussex, BN21 4RB

The Trustees of the FWD Trust are James Bielby, Chief Executive, Federation of Wholesale Distributors, Sam Davidson, Group HR Director, Henderson Group, Andrew Kitching, Group HR Director, Booker and Ian Diment, Group HR Director, A. F. Blakemore & Son. 