**STELLA HANCOCK TRAINING AWARD FOR GROUPS APPLICATION FORM 2024**

The purpose of the award is for Carriage Driving Groups to provide training for their volunteers, to benefit participants. The Awards, which are financed from the Stella Hancock designated Fund, are up to the value of £250. Applications will only be accepted from RDA Carriage Driving Groups, not from individuals within RDA. If approved, the money will be paid to the CD Group, who should arrange payment to the trainer directly. Applications will be considered regularly throughout the year, with a decision normally within 28 days of receipt of applications. A report should be sent in after the training has taken place, outlining how the training went and the benefits which resulted. The invoice from the trainer or receipts should be included with this. If a report is not submitted, no further grants can be awarded to the group. A Group may apply once per financial year.

Please complete this form in block capitals or type directly into the form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group Name | |  | | | |
| Group Region | |  | | | |
| No. of Drivers |  | No. of CD Coaches |  | No. of Helpers |  |

|  |
| --- |
| Name of Driving Correspondent: |
| Postal Address: |
| Telephone Number: |
| Email: |

**Outline how you intend to spend the money** (to be completed by the Carriage Driving Organiser)

Please include the number of helpers who will receive training, how the participants will benefit from the training, the proposed venue for the training and who the proposed trainer will be. Include a breakdown of the amount you are applying for.

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature (if form is typed, please just retype name)** |
| **Driving Organiser** |  |  |
| **Regional Carriage Driving Representative** |  |  |
| **Date** |  |  |

|  |  |
| --- | --- |
| Payment details\* |  |
| **Name of Group Bank Account** |  |
| **Account Number** |  |
| **Sort Code** |  |

|  |  |  |
| --- | --- | --- |
| For office use only | **Name** | **Signature** |
| **Approved by National Office staff member** |  |  |
| **Second approval by National Office staff member if required** |  |  |
| **Relevance of application Approved by CD Lead/other relevant person** |  |  |

Please return the completed form by email to: [coaching@rda.org.uk](mailto:coaching@rda.org.uk) and copy to [cdlead@rda.org.uk](mailto:cdlead@rda.org.uk)

**Groups can apply once per financial year. Reports after the completion of training should also be sent to the Coaching Team and CD Lead.**

**\*If you haven’t received a payment or grant from RDA National before, please provide proof of bank account details such as a scan of a bank statement.**