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**Grant to Provide Training – application form**

*Please ensure that all the applicants on this form have already registered with MAITS (via the website www.maits.org.uk).*

**SECTION 1:**

1. **Lead applicant information**

**Title: **

**Full Name: **

**Current Postal Address: **

**Postcode **

**Current Contact Number (Tel/Mobile): **

**MAITS Registration Username: **

**Email: **

**Next of kin name and contact details: **

1. **Please give a brief summary of the intended purpose of your trip:**

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1. **Dates of intended trip:**

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1. **Please give details of the host organisation(s), including the name, address and contact details of the person organising the training:**

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1. **Please give a brief description of the organisation: client group it serves, the services provided, approximate number of people who receive a service each year, range of professionals employed and staffing levels:**

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1. **Please give details about your intended visit including information on:**
* The rationale for this training being requested and how it fits in with any previous training given
* The goals and objectives of your proposed trip
* Anticipated activities and outcomes of your trip
* Plans for ensuring sustainability where appropriate



1. **Please give details of other organisations that will be invited to the training or parts of it (that you know of)**

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1. **What is the anticipated number of trainees?**



1. **Please outline your intended methods for monitoring and evaluating your input. Include also ideas of how to measure the impact of your intervention after 6 months and 1 year**

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1. **What plans do you have for returning to the project site to provide follow-up support and remaining in contact with the host organisation in the meantime?**

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1. **Please outline a draft schedule / timetable of your visit:**

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1. **Please outline the total breakdown of costs and specific funding being requested from MAITS for each trainer applying:**

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1. **Please email the following along with your application:**
* An accompanying scanned letter or email from your host organisation confirming that this visit and the proposed objectives were drawn up jointly with the applicant(s)

**MAITS guarantees the confidentiality of the personal data provided by the applicants and the automatic treatment of the same according to the personal data protection legislation.**

**SECTION 3: Multiple Grant Applications**

**Please give details of the other members of your team who are part of this grant application and make it clear if they are accompanying you to gain experience in international work under the Apprentice Grant Scheme**

**Trainer 2**

**Title: **

**Full Name: **

**Current Postal Address: **

**Postcode **

**Current Contact Number (Tel/Mobile): **

**MAITS Registration Username: **

**Email: **

**Occupation**: ****

**Applying for Apprentice Grant**: Y/N

**Next of kin name and contact details: **

**Trainer 3**

**Title: **

**Full Name: **

**Current Postal Address: **

**Postcode **

**Current Contact Number (Tel/Mobile): **

**MAITS Registration Username: **

**Email: **

**Occupation**: ****

**Applying for Apprentice Grant**: Y/N

**Next of kin name and contact details: **

**Trainer 4**

**Title: **

**Full Name: **

**Current Postal Address: **

**Postcode **

**Current Contact Number (Mobile/Tel): **

**MAITS Registration Username: **

**Email: **

**Occupation**: ****

**Applying for Apprentice Grant**: Y/N

**Next of kin name and contact details: **

**All personal details will be kept on a database. MAITS guarantees the confidentiality of the personal data provided and the automatic treatment of the same according to the UK personal data protection legislation**

**SECTION 4:**

**Grant conditions**

1. The training programme is for those working with or providing support to people with disabilities or mental health challenges in low or middle income counties.
2. MAITS must be satisfied with the proposed trainer(s) qualifications, experience and/or record.
3. The trainer(s) must use their best reasonable efforts to make contact with other relevant disability organisations in the local area during his/her trip, with the aim of enabling the largest possible number of people to benefit from the visit. This may involve organising a 1-day event for others to attend.
4. The trainer(s) must use their best reasonable efforts to complete their project in accordance with the agreed aims and objectives.
5. Upon return, the trainer(s) must provide MAITS with a full report of the training provided as well as the trainee feedback, using the MAITS report and feedback formats.
6. The trainer(s) will be expected to return to the project site to provide follow-up support and remain in contact with the host organisation in the meantime. Hand over to future trainers going out to the same project is also expected.
7. All materials developed on the project will be catalogued and submitted to MAITS.
8. The trainer(s) will conduct a 6-month review according to the guidelines provided by MAITS and report the information back to MAITS.
9. Receipts must be provided by the trainer(s) or host organisation to MAITS as well the MAITS monitoring and evaluation requirements met, in order to claim back any expenses previously agreed by MAITS.
10. Acknowledgement of MAITS’ contribution should be given when reporting to others on the training provided.

**Grant Assessment Criteria**

* Each applicant has at least 4 years of experience as a specialist in the subject they are providing training on (unless they are applying for a small grant under the ‘Apprentice Grant’ scheme).
* The training request was initiated by the host organisation and the training objectives were developed jointly.
* The proposed input is responsive to local needs and cannot be accessed at a more local level.
* The training will reach as many local participants as possible.
* The organisation/Institute is considered a Centre of Excellence or is locally recognised and thus has the ability to support capacity-building in other organisations within their local network.
* The proposal involves knowledge & skills sharing/ transfer with local professionals and workers. The emphasis is on training and capacity building through joint working and/or formal teaching (eg workshops, courses, lectures).
* There is evidence of a plan for sustained involvement and support.

**I agree that MAITS accepts no liability towards the Volunteer or Host organisation.**

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