



Introduction

English My Way is a community-based English language project, developed by Good Things Foundation in partnership with the BBC and the British Council, to support adults with no or low levels of English language skills. It is funded by the Department for Communities and Local Government through their community-based English language competition.

English My Way focuses on supporting adults with no or low levels of English to better integrate with their local communities. It combines English language learning with digital skills, improving the opportunities available to those who benefit from the programme.

English My Way is a 24 week blended learning programme with specially designed content to support 96 hours of learning. All content - along with further information, help and resources - is freely available at: www.englishmyway.co.uk

It is intended that English My Way is delivered by a qualified ESOL tutor and supported by experienced staff and volunteers within the centre.

The Offer

Good Things Foundation are committed to the development of our Online Centres Network and we are continuing to support training opportunities that are relevant to the running of centres and delivery of our digital and social inclusion projects.

We are delighted to offer centres, who are funded through the 2017/18 delivery of the English My Way project, the opportunity to apply for a grant of up to £1,500 to cover the cost of an accredited training course for volunteers and paid employees.

Aim

The aim of the training grant is to strengthen the network's capacity to support low level ESOL learners.

A successful training grant application will show that with the investment in your volunteers and paid employees your centre will be able to:

- Build the capacity of Online Centres Network to support people to learn English language
- Enable centres to offer a high quality service and realise their full potential
- Strengthen the ability of centres to secure additional funding streams thereby helping improve the sustainability of centres.



Eligibility

Centres must be registered as a Online Centres and be in receipt of funding to deliver English My Way in 2017/18.

Eligible courses

Centres may apply for the following courses under the training grants scheme:

- CELTA (Cambridge)
- CertTESOL (Trinity)
- Level 3 Award in Education and Training

The training grants must be used to improve your centre’s ability to deliver ESOL provision, and Good Things Foundation have found these to be the best courses currently available for that purpose.

Available Funding

Grants are available up to a maximum of £1,500 per centre. Centres can apply for up to two grants per centre, up to a maximum of £1,500 per centre.

The grant must contribute towards the costs of an accredited training course awarded by a recognised awarding body.

Grants can only be used to fund courses that start within 3 months of the training grant application date.

Grants cannot be used towards expenses involved with attending a course and only towards the course fee charged by the provider.

There is a limited amount of money available for training grants, therefore we are only offering two rounds of applications at this stage. Please apply as soon as possible to avoid disappointment.

Application Timeline

Round One

1.	Launch of training grant applications	27 November
2.	Deadline for applications	15 December



3.	Communication of results to applicants	On or around 22 December
4.	Provide evidence of enrolment: <ul style="list-style-type: none"> • copy of the enrolment certificate endorsed by the training provider • completed training provider invoice • letter from the training provider confirming enrolment on the course 	Within 4 weeks of successful notification. Please note, without this funding will not be made.
5.	Training grant funding awarded	On receipt of enrolment evidence

Round Two

1.	Launch of training grant applications	18 December
2.	Deadline for applications	26 January 2018
3.	Communication of results to applicants	On or around 2 February 2018
4.	Provide evidence of enrolment: <ul style="list-style-type: none"> • copy of the enrolment certificate endorsed by the training provider • completed training provider invoice • letter from the training provider confirming enrolment on the course 	Within 4 weeks of successful notification. Please note, without this funding will not be made.
5.	Training grant funding awarded	On receipt of enrolment evidence

Guidance for completing the application

Before starting your application please be aware that the online application system will timeout if your session is inactive for more than 6 hours. Please ensure you regularly save your work to prevent any loss of data as a result of inactivity.

A separate application will be required for each individual applying for a training grant.

Required Information:

1) Course Information

Before submitting your application, you will need to have identified your chosen course(s) and provider(s) in order to provide the following information:



- 1.1 Please tell us the name of the individual enrolling on the course
- 1.2 What is the name and level of the course the training grant will fund?
- 1.3 What is the awarding body?
- 1.4 What is the name of the training provider where the individual will be enrolled?
- 1.5 What are the start and completion dates for the course
- 1.6 What is the total cost for the course?
- 1.7 What is the amount of the training grant you are applying for?
- 1.8 If possible, please provide a web link to the specified training course for more information.

2) Questions

- 2.1 Please explain the relevance and impact this training will have on your centre and specifically how it will support ESOL delivery. (500 words maximum)

In this answer we are looking for you to tell us about:

- The impact this training will have on your ability to attract new users to your centres
- How this training will build on the success of ESOL delivery in your centre
- How it will support sustainability of the English My Way programme once funding comes to an end in March 2018.

- 2.2 Please explain how the training will benefit the individual completing the training. (500 words maximum)

In this answer we are looking for you tell us about:

- If the training will move the individual into a new job role or is it to provide them with more skills for their existing role.
- If any further training will follow on from this.
- If and how will this training improve the individual's motivation and confidence.

- 2.3 How will this training impact new and existing learners to your centre? (500 words maximum)

In this answer we are looking for you to tell us about:



- The added value the training will bring to learners.

Payment of the training grant

Upon notification of a successful application, you will be required to provide evidence of enrolment (for each individual stated) for the course within 4 weeks of notification before we are able to pay the training grant. Evidence of enrolment will be accepted in one of the following:

- Copy of the enrolment certificate endorsed by the training provider
- Completed training provider invoice
- Letter from the training provider confirming enrolment on the course

The training grant will be released once we have received evidence of enrolment. Failure to provide evidence within 4 weeks may result in your application being withdrawn and funding lost.

Terms & Conditions

If you are successful in your application, you will need to acknowledge the terms and conditions in order to receive the training grant. If you are unable to adhere to any of the Ts & Cs you will not be eligible for funding.

Monitoring

During the course, Good Things Foundation will contact the lead contact on the training grant application to request an update on progress. Failure to respond to this request may result in funding recovery.

Course completion

Upon completion of a course - as per the date provided in your application form - Good Things Foundation will require the following in order to close and complete the funding cycle:

- A copy of the course completion certificate
- Completion of a short survey to help us measure the impact of the training grant on the individual and the centre