

**Request for funding for Member Training and/or attendance at a Conference / Seminar**

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Name: \_\_\_\_\_ Role (Committee etc): \_\_\_\_\_  
Training: \_\_\_\_\_  
Conference / Seminar title: \_\_\_\_\_ Duration: \_\_\_\_\_  
Cost of event: \_\_\_\_\_ Estimated costs of extras e.g. travel etc: \_\_\_\_\_

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1. What are the main aims / objectives of the training / conference / seminar? (please list)
  
  
  
  
  
  
  
  
  
  
2. How has the learning needs been identified?
  
  
  
  
  
  
  
  
  
  
3. How will this training / conference/seminar improve your/the ability to perform in your role?
  
  
  
  
  
  
  
  
  
  
4. How will this learning and the knowledge gained be shared?

Sign: Applicant: .....Date: .....

Sign: Cabinet Member for Corporate Services ..... Date: .....

Sign: L&D Shared Service Manager.....Date: .....