**Action Learning Groups 2021 – Application Form**

**1. Organisation Details**

|  |  |
| --- | --- |
| Date of Application |  |
| Organisation Name |  |
| Organisation Address and Postcode |  |
| Organisation website |  |
| Organisation Legal Status and Charity/Company Number(s) |  |
| **Please confirm that you are a voluntary or community organisation based in Hertfordshire that provides services to Adults: (**Please briefly describe your organisation’s activities and beneficiaries/clients) | |
| **Please indicate who would like to apply to join the Action Learning Groups below:** | |
| **CEO/Senior Manager - Name** |  |
| E-mail address |  |
| Telephone |  |
| **Chair - Name** |  |
| E-mail address |  |
| Telephone |  |

|  |  |
| --- | --- |
| **Has your organisation applied for the Better Boards 2021 Programme?** |  |

**Has your organisation taken part in the HCF’s Building Effectiveness or Better Boards programme previously? If yes, please include the year you took part below:**

|  |  |
| --- | --- |
| Building Effectiveness | Date: |
| Better Boards | Date: |

**Do any of your trustees have any learning requirements or additional needs that may affect accessibility to this training. We are an inclusive training provider and will endeavour to support your learning requirements where possible. Please detail below:**

|  |
| --- |
|  |

**2. Programme outline**

* The programme will run from March -July 2021 (Dates TBC)
* We will run 2x groups for Chair's and 2x groups for CEO's
* We can fund up to 6 places in each group
* Groups will meet monthly and each session will last for 2 hours
* We strongly encourage both the CEO and Chair from the same organisation to apply. However, you can also apply for a place individually.
* Once your place is confirmed you will be sent resources on how the HCF Action Learning Groups will run and an introduction on how the sessions will operate at the beginning of your first meeting.
* You need to commit to this programme and attend all sessions to get the most out of it.

**2. Funding & Eligibility**

**Applications open from: 01 February 2021**

**Deadline for applications: 28 February 2021**

* The programme is open to all Hertfordshire voluntary organisations that provide Adult Care Services.
* All places on the programme will be fully funded by HCF Training & Development
* Organisations enrolled on the Better Boards 2021 programme by 28 February 2021 will be given priority places.
* Places will then be allocated on a 'first come, first served' basis, with priority given to organisations that have not taken part in Building Effectiveness or Better Boards previously.

**Please return your completed application form to:** [**louise.marron@hertscf.org.uk**](mailto:louise.marron@hertscf.org.uk)

I give permission to be contacted by (Please mark X as appropriate):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phone |  | Mail |  | E-mail |  |

**Staying in touch:** Tick here if you wish to receive HCF newsletters (all circulated by e-mail):

|  |  |  |  |
| --- | --- | --- | --- |
| HCF News (grants, events etc.) |  | HCF Training and Development News |  |

***Data protection:*** *By completing this form you are agreeing to allow HCF to use the information provided for the delivery of the programme and to retain your details on our database. HCF will need to share this information with your allocated trainer(s). If you are accepted, information will be shared with the funder for monitoring purposes. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it.*