**Better Boards 2021 – Application Form**

**1. Organisation Details**

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| --- | --- |
| Date of Application |  |
| Organisation Name |  |
| Organisation Address and Postcode |  |
| Organisation website |  |
| Organisation Legal Status and Charity/Company Number(s) |  |
| Please briefly describe your organisation’s activities and beneficiaries/clients: | |
| Please indicate who the lead email contact should be: Chair / CEO / Both | |
| **CEO/Senior Manager - Name** |  |
| E-mail address |  |
| Telephone |  |
| **Chair - Name** |  |
| E-mail address |  |
| Telephone |  |

**Current Board Members & Number of Years in Post**

|  |  |  |  |
| --- | --- | --- | --- |
| CEO: As above |  | Chair: As Above |  |
| Secretary: |  | Treasurer: |  |

**Other Board members & Number of Years in Post (add more rows if needed):**

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

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| --- |
|  |

**Trustee Induction – how is this carried out for new trustees?**

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**Has your board had any Governance Training previously? (complete details and dates of training undertaken by current board below)**

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| --- |
|  |

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

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

**Board Meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| Frequency |  | Length |  |
| Venue |  | Minutes taken by: |  |

**List of sub-committees; do they have terms of reference?**

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**Why is your organisation interested in the Better Boards programme? Are there any specific areas of governance that you would like to receive support on?**

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**2. Programme outline**

**Please indicate below provisional dates for when you would like each session to take place (tbc with your trainer in your initial consultation).** Please note that HCF fully funded places on the Better Boards programme must be completed **before 30 June 2021**).

**Part 1: Initial Consultation with Better Boards Trainer (online via zoom)**

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| --- | --- |
| Chair (up to 1x hour) | Date: |
| CEO (up to 1x hour) | Date: |

**Part 2: Principles of Good Governance Training (online via zoom. Training for ALL Board members and CEO together)**

|  |  |
| --- | --- |
| Principles of Good Governance Training (3x hours) | Date: |

**Part 3: Mid-Journey Assessment (online via zoom. We recommend this is within 7 days of Part 2 training)**

|  |  |
| --- | --- |
| CEO & Chair together (up to 1 x hour) | Date: |

**Part 4: Tailored Better Boards Consultancy (online via Zoom. 4x hours of tailored consultancy).**

We understand that this training may vary depending on your organisation. However, we advise that Part 4 is carried out within one month of your mid-journey assessment. Please advise below an estimated date for when you would like to have completed this training.

|  |  |
| --- | --- |
| Estimated completion date for Part 4 (4x hours): |  |

**2. Funding & Eligibility**

**The full cost of the Better Boards programme is £1,250.**

Please indicate with an ‘X’ below how you will be funding the programme: **X**

|  |  |
| --- | --- |
| We are a voluntary sector organisation working within Adult Care Services in Hertfordshire and would like to apply for full funding from HCF Training & Development.   * Application Deadline for funded places: 31 March 2021 * Programme completion deadline for funded places: 30 June 2021 |  |
| We are a voluntary sector organisation working within **Children & Youth Services** in Hertfordshire and would like to apply for full funding from HCF Training & Development. **(No deadline)** |  |
| We are a voluntary sector organisation working in **Adult Care services** in Hertfordshire but have missed the funded deadline:   * We would like to explore funding options with HCF Training & Development via the HCF Workforce Development Grant programme 2021-2022 |  |
| We are an organisation outside of the above criteria and will be **self-funding** the Better Boards programme in full. |  |

**The 2021 Better Boards programme will be open for applications from the following dates:**

**01 February 2021** for all Hertfordshire based voluntary sector organisations operating within Adult Care Services, (who have not taken part in Building Effectiveness or Better Boards from 2019 and earlier). Eligible organisations will be approved on a first come first served basis

**01 March 2021** Applications open to all other organisations and approved on a first come first served basis.

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 |  |

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

***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.*