**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 Group below:** |
| **Trustee Name** |  |
| E-mail address |  |
| Telephone |  |
| **This action learning group is for emerging chairs, please indicate your current experience as a trustee and why you would like to apply to join this Action Learning Group below:** |

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

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

**Do you 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:**

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**2. Programme outline**

* The programme will run from September 2021 -January 2022 on the following dates and times:
	+ Friday 10 September 2021, 10.00 -12.00
	+ Friday 08 October 2021, 10.00 -12.00
	+ Friday 12 November 2021, 10.00 -12.00
	+ Friday 10 December 2021, 10.00 -12.00
	+ Friday 14 January 2022, 10.00 -12.00
* We can fund up to 6 x places in each group
* Groups will meet monthly and each session will last for 2 hours
* 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.
* Your Action Learning Facilitator will be Adrienne Arthurs

**2. Funding & Eligibility**

**Applications open from: 09 August 2021**

**Deadline for applications: 31 August 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
* Places will 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**

***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.*