(*For Family Learning and Widening Participation – courses must be less than 9 hrs under £300)*

*Please return this form to Natalie Baker –* [*nbaker@wandsworth.gov.uk*](mailto:nbaker@wandsworth.gov.uk)

***Please note incomplete forms will not be considered by the panel***

**Proposed location:**

**Name of organisation:**

**Contact person:**

**Email/phone:**

**Date:**

**Proposed Workshop/Taster/Short course details**

|  |
| --- |
| Learning activity:  Title:  Date/time: |
| Which Lifelong Learning strategic objectives will this course meet? |
| Learning activities and outcomes (if you have a lesson plan please provide that): |
| Length of learning activity (in hours – maximum 9 hours) |
| Will the learning activity include children?  If so what age group? |
| Impact of activity (what will the impact of the activity be on the learners/local community ?) |
| Targeted learners and predicted numbers (in general the minimum number should be 10 learners) |
| Is the tutor employed directly by yourselves Y/N  Is the tutor qualified to teach adults? (If not please give the tutor’s experience) |
| Progression: what further learning opportunities, (either within your organisation or at another provider) could this learning lead to? |

Please outline a budget for your proposed programme of activities:

*(Maximum amount considered under this funding is £300)*

£

|  |  |
| --- | --- |
| Management/Administration *(maximum of 10% of overall amount applied for)* |  |
| Tutor/Trainer *(maximum of £30 per hour)* |  |
| Teaching and learning materials *(maximum of £3 per learner)* |  |
| Room hire *(maximum of £15 per hour)* |  |
| Equipment- please specify |  |
| Other cost- please specify |  |
| TOTAL applied for and cost per learner  (please indicate if there will be funding for other sources for this activity) |  |

Please note we may request to see evidence of your spend, so please keep receipts/invoices

**Wandsworth Lifelong Learning Use:**

Date received:

Date of Panel meeting:

Funding agreed: Yes/No

Proposed date and time of course:

Signature of panel member: