

# Subsidy request form

One of our strategic aims is to improve the diversity profile of sector leaders and therefore, improving diversity and promoting equal opportunities is a key element of our overall mission. We encourage, support and celebrate all aspects of diversity. In order to support this, we offer subsidised places on all of our individual development programmes, services and events.

## What is a subsidy?

A subsidy is financial aid given by the government to individuals or groups. Subsidies offered by LSIS are funded by the Department for Innovation, Universities and Skills (DIUS). Funding is provided through a finite fund, as such a limited number of places are available through LSIS in any one financial year.

## Eligibility criteria

To qualify for a subsidy, applicants must meet LSIS's eligibility criteria and must be from organisations or projects that are directly funded by the Learning and Skills Council (LSC).

All subsidy forms for the Annual governance conference 2009 must be supported by a completed *booking form*.

If you have not completed a booking form please do so here [www.centreforexcellence.org.uk/governanceconference](http://www.centreforexcellence.org.uk/governanceconference)

Please note that all information provided in the *Equality and diversity section* will remain and be treated as confidential. Some of the information provided will be used by LSIS and passed on to the Department for Innovation, Universities and Skills (DIUS) as aggregate data to be used for monitoring purposes.

## Conditions for subsidy

By completing the *Subsidy request form* applicants are confirming:

- Their eligibility for the requested subsidy.
- They understand the offer of a subsidy is made in good faith and that, if they are found to be ineligible for the subsidy, LSIS will recover the full fees.
- Without the subsidy their institution would not be able to meet the full cost of the programme/event.
- That non-attendance or failure to complete a programme/event that is subsidised will result in the participant or sponsoring organisation being liable for the full fee.

The form should be authorised by an appropriate counter signatory – a line manager, HR department, etc, to verify that the applicant is eligible and that their organisation is prepared to release them for the full programme duration. In exceptional cases LSIS would be prepared to accept unauthorised forms, but the applicant should be aware that they may be required to provide evidence of their eligibility and will be personally liable for non-attendance fees.

# Subsidy request form

The Learning and Skills Improvement Service offers a **limited number of subsidised places** on all of our individual development programmes, services and events to LSC funded organisations. To apply for a subsidised place at the Annual governance conference 2009, please ensure you have also completed a booking form either online, by post or by fax to return with this subsidy request form. Book for the conference at [www.centreforexcellence.org.uk/governanceconference](http://www.centreforexcellence.org.uk/governanceconference)

## Programme/event enrolment

Name Start date 

## Section 1

### Personal details

Title *eg. Mr, Mrs Miss Ms, Dr*Last name First name 

## Section 2

### Subsidy request and categories

Please tick this box to confirm that you have read and understood subsidy requirements.

Is your organisation in receipt of LSC funding?

Yes No 

#### Subsidy request

To qualify for a fee subsidy it is compulsory that you tick the appropriate category\* that you are applying for.

100% black and minority ethnic participants

100% disabled participants

100% lesbian, gay, bisexual or transgender

100% student governor\*\*

50% adult and community learning providers

50% work-based learning providers

25% independent specialist colleges and LSC-funded colleges

catering wholly for young adults with special educational needs.

\*Detailed guidance notes can be viewed at [www.centreforexcellence.org.uk/subsidypolicy](http://www.centreforexcellence.org.uk/subsidypolicy)

\*\*The 100% subsidy for student governors is only applicable for the Annual governance conference 2009.

## Section 3

### Approving manager

Title *eg. Mr, Mrs Miss Ms, Dr*Name Job title Telephone number

# Equality and diversity section

The Learning and Skills Improvement Service (LSIS) is committed to supporting equality of opportunity and works towards ensuring that everyone has access to all our products and services. \*Please help us to monitor the effectiveness of our equality and diversity work by answering the questions below.

LSIS adheres to the Data Protection Act 1998 and we are committed to protecting your right to privacy as a consumer of our services. Some of the information you provide will be; kept on LSIS's database, shared with the Department for Innovation, Universities and Skills (DIUS) only as aggregate data to be used for monitoring purposes. Your personal details will be kept confidential.

\*The information provided can be used to support your subsidy request.  
Please read our guidance notes at [www.centreforexcellence.org.uk/subsidypolicy](http://www.centreforexcellence.org.uk/subsidypolicy)

## 1. Ethnic background *(Please tick as appropriate)*

A) White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Any other White background <input type="checkbox"/>	
B) Mixed	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other Mixed background <input type="checkbox"/>
C) Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>
D) Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	
E) Chinese or Other Ethnic Group	Chinese <input type="checkbox"/>	Any other Ethnic Group <input type="text"/>		
F) Prefer not to say <input type="checkbox"/>				

## 2. Age group

Under 25 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-54 <input type="checkbox"/>
55-64 <input type="checkbox"/>	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

## 3. Gender

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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## 4. \*Disability

\*Disability: The Disability Discrimination Act 1995 defines a person as having a disability if he/she 'has a long term physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability? Yes  No  Prefer not to say

If yes, please indicate if your disability is physical  sensory

If comfortable, please state your type of disability

Do you require special arrangement for your disability? Yes  No

Your requirement(s)

## 5. Sexual orientation

Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>
Transgende <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

## 6. Religion or belief

Christian <input type="checkbox"/>	Muslim <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Sikh <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/>	None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other <input type="text"/>	