

# Mandatory/Specialist Funding

## Terms and Conditions

1. By applying to Hertfordshire Care Providers Association Ltd (HCPA) for Mandatory/Specialist Funding as a qualifying care provider you are agreeing to these terms and conditions.
2. The Mandatory/Specialist Funding (“the scheme”), made available by Hertfordshire County Council (HCC) and disbursed through (HCPA), is intended solely to offset expenses occurred for training carried out by HCPA approved trainers on qualifying Mandatory and Specialist courses, a list of which is available on the HCPA website.
3. Funding is disbursed at the following rates for eligible courses: -

Delivered by:	Half Day (minimum of 2.5 hours)*	Full Day (minimum of 5 hours)*
HCPA Approved External Training Provider	£20 per delegate	£40 per delegate
HCPA Approved Internal Training Provider	£15 per delegate	£30 per delegate

\*The minimum number of hours refers to teaching time and is not inclusive of breaks.

4. This funding is finite and will be disbursed on a ‘first come, first served’ basis however to ensure fairness and equitability funding caps will be set for the first six and second six months of each year (April to March). The level of these funding caps will be published on the HCPA website / shared via email / published at network events.
5. The first six-month cap will cover training carried out between 1<sup>st</sup> April and 30<sup>th</sup> September each year. The last date for claiming for training carried out between 1<sup>st</sup> April and 30<sup>th</sup> September will be the second Friday of October.
6. The second six-month cap will cover training carried out between 1<sup>st</sup> October and 31<sup>st</sup> March each year. The last date for claiming for training carried out between 1<sup>st</sup> October and 31<sup>st</sup> March will be the second Friday of April.
7. Access to this funding is available through membership of HCPA. Members will be advised as to the value of each cap through the HCPA website ([www.hcpa.info](http://www.hcpa.info)) and through email communications to email addresses provided on application to HCPA.
8. To both join and claim from the scheme you are required to provide fully completed application form for each year the scheme runs, along with or before your first claim, and submit claim forms in a timely manner as indicated at <https://www.hcpa.info/mandatory-funding/>.

9. Providers must consider any funding received through the scheme is 'ringfenced' and whilst HCPA accept that the payment terms agreed between yourselves and an external training provider remain your commercial prerogative you must ensure that funds disbursed to you for training via this scheme are immediately made available to your training provider if they have not been paid in advance.
10. Important - HCPA cannot guarantee funding and funding is paid retrospectively so please ensure your organisation can cover the full cost of any training prior to engaging any training provider.
11. If a member organisation has any outstanding fees for training via HCPA, older than 30 days from issue, these will be deducted from any amount that is paid for via the mandatory grant.
12. Funding via the scheme can be withdrawn at any time with no notice.
13. These terms will be updated periodically and will be available at <https://www.hcpa.info/mandatory-funding/>.
14. These terms were last updated 1<sup>st</sup> November 2018.