

*The Trustees of the Tenon Clearwood Employee Education Trust (EEF) reserve the right to apply, review, and/or amend these terms and conditions from time to time without prior notification*

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- The application process for initiatives in which groups of employees will participate differs from the Employee Application process in that the Employee Groups Application process relates to development initiatives Tenon Clearwood Limited Partnership (“the business”) is looking to undertake for **more than one employee**.
- Applications for initiatives in which groups of employees will participate are submitted to the EEF at the request of the EEF.
- A separate online application is required to be submitted for each initiative for which EEF funding is being sought.
- Applications need to be received by the EEF in advance of the start of the initiative for which funding is being sought.
- Funding sought should be for third party provider costs for delivery of initiatives within the ensuring 12-month period.
- Where possible, Government funding must be secured for eligible initiatives and the amount of funding secured detailed in the application in the field provided.
- All applications for groups of employees must relate to initiatives that provide the opportunity for employees to develop skills over and above those required by them to do their day-to-day job. Such initiatives are considered by the EEF to be job-specific training and are not eligible for consideration by the EEF.
- In general, the greater benefit for all initiatives for which EEF funding is being sought must be to the employee rather than the business as it is the employee who is the EEF beneficiary, not the business.