

The Trustees of The Tenon Employee Educational Fund reserve the right to apply, review, and/or amend these terms and conditions from time to time without prior notification

- The Company Application process differs from the Employee Application process in that Company Applications relate to development programmes the business is looking to undertake for **more than one employee**.
- A separate online application is required to be submitted for each initiative/programme for which EEF funding is being sought.
- Applications need to be received by the EEF in advance of the start of the programme for which funding is being sought.
- Funding sought should be for third party provider costs for delivery of the programme within the ensuing 12-month period, maximum.
- Where possible, Government funding must be secured for eligible programmes and the amount of funding secured detailed in the application in the field provided.
- All Company Applications must relate to programmes that provide the opportunity for employees to develop skills over and above those required by them to do their day-to-day job. Such programmes 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.