



Third Level Grant Support Scheme To Support Union Representatives 2012/13

1. Scheme Purpose

The purpose of the 3rd level grant support scheme is to financially assist union members to participate in certified educational courses, up to 3rd (degree) level, that assist them to better carry out the role of union¹ representative. While the course content does not have to be exclusively related to industrial relations or trade union matters, ***the primary or substantive purpose or content of the course*** – and not just incidental material – ***must assist in achieving the grants scheme objective.***

It is expected that the qualifications and skills etc achieved through the scheme supported courses will be on benefit to the member in their work, union and personal life. However, courses designed primarily or substantially to provide or enhance qualifications to assist in the member's normal, or proposed alternative, professional development or career are not covered by this scheme.

Masters degrees and other post graduate qualifications are not covered by this scheme.

2. Scheme Requirements

The scheme terms and conditions are set out below.

- All applications must be on the approved application form which ***must*** be fully completed. ***All supporting documentation required must be attached.***
- The application ***must*** have the support of the applicant's own union branch. ***An authorised branch officer must sign the form before submission to Union Head Office.*** [Applications received without such recommendation ***will not*** be considered]
- Applications which are not fully completed or are received after the closing date for receipt of applications will not be considered, irrespective of the reason.
- The applicant must be a current paid up member of IMPACT in good standing;
- The member seeking financial support must provide details of their role, current or past, as a union representative (e.g. workplace representative for two years in (named) employment/branch, member of branch committee since last AGM). The Union's Membership Services Committee may award a higher percentage grant to a member with a proven role as union activist. However, this cannot exceed a maximum

¹ In this context, a union representative role includes performing any role on behalf of their union colleagues within the union at workplace, branch, vocational group or other level.

percentage (to be determined by the CEC's Membership Services Committee) of the amount granted to other members without such a proven role.

- The course content must assist in meeting the objectives above and ***applicants must set out why how the course content could assist them to better carry out the role of union representative.***
- Details of the course and verification of the course fees from the College/Institute concerned ***must*** be attached.
- Applicants must also make prior application to their employer for funding for the course (***evidence of that application – and the employer's response – is required and must be attached***).
- An application must be submitted in respect of each academic year of the course. An application approved for one year of a course does not guarantee that an application for a subsequent year will attract the same or any level of union financial support.

Applications will ***not*** be considered for repeat years.

3. Grant Approvals, Calculations and Payment

All applications are considered by the Union's Membership Services Committee. The Committee will then make a recommendation based on the scheme criteria above to the Union's Central Executive Committee.

Grants to successful applicants are based on the ***gross cost*** to them of the course fees subject to a maximum cost of €3,000 per annum. Allowable course costs ***do not*** include books or other materials needed for the course, exam fees or membership fees of professional bodies etc. The allowable costs per member are apportioned on a pro rata basis, subject to the exercise of discretion by the Membership Services Committee to award a higher percentage grant to members with a proven role as union representative. Any amount payable by the employer, or from any other source, to a member will be deducted from the amount otherwise applicable to him/her. The resulting amounts are then apportioned amongst the successful applicants pro rata to the total budget available for the year (This is €12,000 for 2012/13).

Grant payments are made at the end of the academic year (or at the end course if it of less than 1 year's duration) subject to receipt of:

- Written verification from the college/institute that the member has successfully attended the course and/or sat examinations.
- Written confirmation from the employer of the amount, including nil, of any contribution made by the employer towards the cost of the course fees.

7. Applicants may, in respect of certain courses, be entitled to tax relief on the net amount of the course fees paid by them.



THIRD LEVEL GRANT SUPPORT SCHEME
TO SUPPORT UNION REPRESENTATIVES

APPLICATION FORM 2012/13

Name (block capitals).....

Address (block capitals).....

.....

Daytime Phone No:IMPACT Branch.....

Employer (Name/Address).....

.....Employer/Staff No:

ROLE AS UNION REPRESENTATIVE¹

Are you currently a union representative? YES ☐ NO ☐

Were you formerly a union representative? YES ☐ NO ☐

Please set out brief details of your role (now or in the past) as a union representative²:

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COURSE DETAILS

Course Title (Attach Syllabus):

College/Educational Institute:

Address (of College etc.):

Course Fee 2012/13: € (Attach written verification from College etc.)

Course Year (1st, 2nd etc):

Has your employer agreed to financially support this course? YES ☐ NO ☐

Details of financial assistance from employer or other agency (do not leave blank - if "none" state this)

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¹ In this context, a union representative role includes performing any role on behalf of their union colleagues within the union at workplace, branch, vocational group or other level.

² Continue this note on a separate page if necessary

RELEVANCE OF COURSE

Please outline why this participating in this course will assist you in your role as a union representative. [If you are now or were not a union representative in the past please set out why the union should consider financially supporting your attendance at this course]³

[This section is mandatory and must be completed]

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SIGNED:.....DATE.....

RECOMMENDATION OF UNION BRANCH

(This must be completed before submission to the union)

The (insert name of) Branch
supports the above application.

SIGNED..... (Branch Officer)

DATE.....

ATTACHMENTS

The following attachments *must* be enclosed with this application:

- Course Syllabus
- Verification of course fees
- A copy of the application to your employer for funding for this course and the reply giving details of amount, if any, of the funding to be provided.
- Details of funding towards the course costs from any other agency

NOTE:

The application cannot be considered unless it is completed in full and all relevant details provided/attached and received before the date below.

Applications should be sent to: 3rd Level Grant Support Scheme
Membership Services Committee
IMPACT
Nerney's Court
Dublin 1

to arrive not later than 5.30 pm on Friday 26th October 2012. Applications received after that time/date – irrespective of reason – will not be considered.

³ Continue this note on a separate page if necessary