



HRI Education & Training Grant Programme

Racing Industry Employees

Equip is committed to offering assistance, financial or otherwise*, to employees in the racing industry to develop their skills and qualifications for their current role, or to help them prepare for an alternative role. A number of grants are available each year and will be awarded on a first come, first serve basis.

**(otherwise refers to availing of expertise and experience from within HRI for assistance or advice with an assignment, study plan, project, etc.)*

PLEASE NOTE Students who have availed of HRI/equip funded bursaries or scholarships will be unable to apply for this grant. Please contact equip@hri.ie for clarification if required

1. Personal Development & Further Education

Where you have identified and signed up for a course of study, you may apply to avail of the equip education & training grant, subject to availability, **should you meet the following criteria:**

- i) You must be currently working in the racing industry and have done so for the last year. Applicants are required to verify this by providing copies of payslips (for example, if you apply for the grant in September 2022, a copy of a payslips from September 2021 and August 2022 will be required for the grant to be processed).
- ii) You must work 30+ hours per week with your current employer; this must be confirmed in a reference from your employer.
- iii) The course being proposed should offer a QQI, or equivalent**, award upon successful completion. Any course proposed that does not provide QQI or equivalent accreditation will be assessed on a case-by-case basis. Details of the selected course must be provided with your application
- iv) The course or training programme must be an equine related programme or be relevant to your current role within the industry.
- v) The grant programme will operate on a reimbursement basis. Applicants to the grant programme will be required to apply, enrol, and pay any fees due for their selected course themselves. Equip will then reimburse part of this fee upon submission of this application form, and evidence of enrolment & payment, e.g., a receipt.

*** Or equivalent refers to awards by alternative accreditation bodies, e.g., City & Guilds, RIAI, etc.*

2. Course Fees

i) A contribution of up to 50% of the course fees, up to a maximum of €1,000, may be approved for your education and training development (subject to duration, level & overall cost per year of course).

Example 1: A course costing €3,000. 50% of this fee is €1,500; therefore, the maximum grant available will be €1,000. €500 will be paid upon commencement and €500 upon completion.

Example 2: A course costing €1,500. 50% of this fee is €750; therefore, the maximum grant available will be €750. €375 will be paid upon commencement and €375 upon completion.

ii) The grant programme operates on a reimbursement basis. Applicants to the grant programme will be required to apply, enrol, and pay any fees due for their selected course themselves. Equip will then reimburse part of this fee upon submission of this application form and the documentation outlined in section 1 of this document (please see the checklist on page 7 of this form). The grant will be paid in two instalments (again subject to duration, level & overall cost per year of course): 50% at the commencement of the course and 50% upon successful completion.

(Evidence that the course has been completed successfully must be provided to ensure payment upon completion).

iii) In exceptional circumstances, if equip feels it appropriate, 100% of the fees may be provided upfront. This is at the discretion of equip and based on the economic circumstances of the applicant.

iv) Reimbursement will not apply to any additional costs associated with repeat exams where applicable. In the event that you are required to carry out any repeat subjects, you will be fully responsible for any associated costs.

I have read the above policy in relation to the financial support given by equip towards my continued study and development and I understand all the conditions of same.

Signed

Applicant

Date

HRI Education & Training Grant Programme - Application Form A

Section (i)

Applicant Name:	_____
Address:	_____ _____
Phone Number:	_____
Email Address:	_____

Section (ii)

Course applied for	_____
College/Institute	_____
Course Duration	_____
Total cost of Course	_____
Module/Year undertaken	_____
Cost of Module/Year	_____

Section (iii)

To be completed by a representative of the school/college/training organisation

Student name: _____

College/Institute: _____

Course Duration: _____

Total cost of Course: _____

I hereby confirm that _____ has enrolled on the above named course and paid all course fees due:

Signed: _____ Date: _____

Job title: _____

Email Address: _____

HRI Education & Training Grant Programme - Application Form B

To be completed by the applicant prior to submission to Equip for approval:

Course title: _____

1. What are your goals for participation on this course?

2. How will this course be of benefit to you in your current role?

3. If you are to successfully complete this course what are your next steps?

4. Please provide details of any additional non-financial support HRI can provide?

5. Will you be receiving any other financial funding e.g., Susi grant:

Signed _____
Applicant

Date _____

Approved By _____
HRI representative

Date _____

Note: Repeat course/examination fees are not supported.

This agreement must be read and signed in conjunction with the attached policy which covers criteria for payment of fees, and reimbursement policy.

I accept the conditions as defined by the policy and outlined above and confirm that all information supplied herein by me, the named applicant is true and accurate.

Signed: _____ Date: _____
Applicant

Approved: _____ Date: _____
Equip Representative

Signed: _____ Date: _____
Equip Manager

Reimbursement Policy

In the event that you fail to complete the course, you may be liable to repay any grant payments Equip have made to you.

In this instance, following consultation with you, a repayment plan will be scheduled, and your personal circumstances will be taken into consideration.

I hereby agree that equip may recover any fees paid over as part of the education & training grant programme should I fail to complete the course:

Signed _____
Applicant Date

<u>FOR OFFICIAL USE BY HRI ONLY ON APPROVAL OF APPLICATION</u>	
HRI are paying the following contribution for the module/academic year being undertaken	
Course fees	_____
Total Contribution	_____

Checklist:

You must have supplied / completed each of the items on the below list in order for your application to be processed, if you have any queries about anything on the list, please contact Stacey McDonnell at smcdonnell@hri.ie

1) Copies of two payslips	
2) Reference from employer confirming 30+ hours per week	
3) Details of the course selected	
4) Receipt from payment of course fees	
5) You have fully completed Application Form B	
6) You have fully completed Section (i) & Section (ii) of Application Form A	
7) A representative of the school/college/training organisation has completed Section (iii) of Application Form A	
8) You have signed and dated as requested	

Please return completed application form via post or email to the following address:

Post: Stacey McDonnell
Horse Racing Ireland
Ballymany
The Curragh
Co. Kildare

Email: equuip@hri.ie / smcdonnell@hri.ie