



ToP SCHOLARSHIP FUND FOR TRAINING IN FACILITATION AND PARTICIPATORY METHODS

Introduction

Since 1996 ICA:UK has held training courses featuring the 'Technology of Participation' (ToP) methods continually developed by the ICA since the early 1960s. These courses provide people with facilitation skills and practical methods that they can use to enable groups, teams and communities to reach decisions and take charge of their own future. With increasing emphasis on public participation, user involvement, community democracy and civil society, there is an increasing demand for such practical methods.

ICA:UK as a charity operates on a not-for-profit basis and thus aims to keep all training fees to a reasonable level. However, it is clear from our experience of recent years, that even these costs are beyond the reach of some small community based groups and individuals who have an important role to play in this new approach and undoubtedly would benefit from such training. It is for this reason that we have established a scholarship fund with the aim of assisting those organisations and individuals who would find it hard to participate without such help.

Scholarship Guidelines

1. **Applications** are welcomed from anybody interested in participating in an ICA:UK training programme, providing they:
 - a) Can demonstrate a clear commitment to the use of participatory approaches in their own context
 - b) Represent a local group, community or small voluntary organisation with few financial resources (turnover <£100,000 per annum)
 - c) Plan to use the methods learnt to benefit the group that they are representing

Applications from individuals who are independent, but who see the need for these participatory methods amongst a particular group or community, are also welcome. A clear relationship should have been established.

1. **Scholarships** are set at a maximum of £100/£50 per person per (2/1 day) course, and the organisation or individual is required to pay the balance of the full course fee for individuals, small community groups or voluntary organisations (£195/£105 per person in 2009). Applicants should forward their fee together with the completed form for their application to

be considered. This fee will be returnable in the event of ineligibility. Applications to participate in two courses will also be considered with potential scholarship funding of £200.

2. **Eligibility** will not ensure a scholarship award. ICA:UK will exercise discretion to award scholarships, based on the size of scholarship fund available, number of other participants, and the number of other scholarships awarded for the particular course. We propose to spread the awards over all the courses to give everyone a greater opportunity to take advantage of them.
3. **Successful applicants** will be expected to produce a one-page report on their experience of the training and subsequent use of the methods, to be submitted within one month of the course.
4. **Note:**
 - i. If a sponsored participant does not attend the training (without 15 working days notice of cancellation being given), our standard cancellation policy applies (see www.ica-uk.org.uk). The fee already paid will be forfeited and the scholarship retained in the fund for future disbursement.
 - ii. If a participant attends the training but fails to submit the required reports within one month (without good reason) then future applications to the fund from the beneficiary or organisation may not be considered.



www.ica-uk.org.uk

TOP SCHOLARSHIP FUND FOR TRAINING IN FACILITATION AND PARTICIPATORY METHODS

APPLICATION FORM

1. Name.....

2. Organisation/Community Group.....

3. Address.....

4. Tel:.....Fax.....E-mail.....

5. ToP course you are interested in (give title, location and dates):

1st choice:.....

2nd choice:.....

6. Explain how you meet the Fund's eligibility criteria, describing your commitment to participatory approaches, your financial need and how you intend to use the methods after completion of the training (be as concise and clear as possible; continue overleaf if necessary).

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7. This application requires two signatures: the applicant and a representative of the organisation, group or community to whom the applicant is responsible and/or with whom the applicant will be working after the training.

We have read the Scholarship Guidelines, and agree to all the terms contained therein.

Applicant's signature:.....Date.....

Supporting Signature from organisation/community leader.....

Name:.....Position.....

Address/Tel. No.....