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| **BMSTT SUPPORTED MARSHALS TRAINING DAY PROGRAMME -**  **BUDGETS & COSTINGS (2017)** | |
| EQUIPMENT & ROOM HIRE:  EXTINGUISHER HIRE :  (Allowance; maximum unit cost, exc. VAT =£36 / Inc. VAT £43.20)  SUPPLY OF WRECKS:  ADMIN EXPENSES:  INSTRUCTOR COSTS:  (Allowance with respect to mileage claims; 38p per mile)  REFRESHMENTS:  (Allowance; limited to £7.50 per head) | **£**  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |
| **TOTAL BUDGET COST - ESTIMATE** | **£** |

\*For the noted allowances (where applicable) please see the reverse of this page.

**British Motor Sport Training Trust - Grant aid awards for 2017**

PLEASE READ AND NOTE THE FOLLOWING DETAILS CAREFULLY:

1. Training Event Insurance/Certificate of Exemption

To qualify for the MSA’s insurance cover for training days you must obtain a Certificate of Exemption at least 14 days prior to the training event taking place.

The Certificate of Exemption can be applied for via the MSA’s website under Permit Applications. [www.msauk.org/assets/organisingpermitapplicationform.pdf](http://www.msauk.org/assets/organisingpermitapplicationform.pdf)

You are only required to complete the sections relevant to training days. Please note that Certificates of Exemption for training events are free of charge.

1. Refreshment Allowances claimed

The amount for subsistence allowance is limited to £7.50 per head for each person attending your individual Training Event; the total amount of any expenditure should be included on the relevant form in the appropriate column.

1. Lead Instructor

The Lead Instructor on any BMSTT-grant aided Training Event **must be an MSA Training Instructor or Lead Trainer** (a listing of MSA Training Instructors and Lead Trainers is available upon request from Charlotte Moore). Exceptions to this requirement apply to specialist training (e.g. Medical) at the discretion of the MSA. Please note – it is the responsibility of the Lead Instructor to compile the Summary Evaluation form for the event, and to ensure it is submitted to the MSA when claiming financial reimbursement.

1. Fire Extinguisher Hire

For those hiring or servicing Fire Extinguishers, please note that the MAXIMUM UNIT COST ADMISSIBLE TO THE TRUST for hiring or servicing such extinguishers for 2017 is £43.20 (inclusive of VAT where applicable - i.e. approximating to £36 + VAT at 20%).

1. Mileage Claims

Please note, for the sake of consistency mileage claims for Training Instructors are admissible at the 2017 rate of **38 pence per mile**.

1. Each funding award made is specific for the application against which the award is granted. Any unused funding from one particular application **MAY NOT** be carried forward to, or averaged with, other applications without individual approval.
2. Special Conditions applying to your award (Your appropriate response is required prior to funding being released):

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Finally, please do ensure that receipts and supporting documentation are provided with your eventual claim for settlement. Whilst we do strive to effect early settlement of claims a number of these are delayed each year because of the omission of such information, which is both an audit requirement for the Trust and a means of protecting your own integrity and that of your Club.

**THANK YOU FOR YOUR ASSISTANCE**