



THE MANUFACTURING TECHNOLOGIES ASSOCIATION

General MTA Grants and Loans Terms and Conditions

- Companies who declare a turnover of less than £10 million in respect to their MTA membership are eligible for a Training Grant, Apprenticeship Grant or Apprenticeship Loan.
- Applicants must have been in MTA membership for a minimum of 12 months and have signed up and paid for the second-year membership in full before applying for any grant or loan.
- Should a member cancel their membership after receiving a Training Grant, Apprenticeship Grant, or Apprenticeship Loan then all monies must be repaid in full within 30 days of the end of membership.
- An MTA membership allows a member to apply and receive a maximum of one training grant, one apprenticeship grant and one apprenticeship loan per financial year (April to March).
- Training grants, apprentice grants and apprentice loans can be applied for by full MTA members and sub-contract manufacturing MTA members.
- MTA honorary and associate members are ineligible for any grants or loans.
- Applications for any grant or loan must be accompanied by company bank details on company headed paper. This can be submitted electronically. Any applications without this will not be paid.
- All applications are subject to the approval of the MTA's Education and Development Committee. Its decision is final.
- The amount of funding the MTA commits to Training Grants and Apprentice Grants is reviewed on an annual basis. The MTA reserves the right to amend the amount it funds without any prior notice.
- Training Grants, Apprenticeship Grants and Apprenticeship Loans are intended to be used in the upskilling of engineers or in bringing new people into the engineering and manufacturing industry. Though applications are allowed which fall outside of this requirement it will be up to the discretion of the MTA Education & Development committee as to whether they are accepted or not.
- The number of Training Grants and Apprenticeship Grants awarded per financial year is dependent on the amount of capital left in the trust funds that the MTA administers.
- Training Grants and Apprentice Grants are allocated based on the criteria of the Trust Funds that the MTA administers.

MTA Training Grants Specific Terms and Conditions

- The MTA will not book places on the training course on behalf of the applicants.
- The MTA will cover 50% of the course fee of any training, up to a maximum of £750 or 50% of the annual MTA membership fee which has been paid, whichever is smaller.
- In the event of training cancellation, the member must cancel any booking made with the training provider directly and refund any grant paid by the MTA within 30 days of the training being cancelled.
- The duration of the course can be longer than one year, however only one grant can be applied for per course, even if it spans two or more financial years.
- Training grants can be applied for before any course is undertaken, however a grant will only be paid once proof of payment from the training providers is received (i.e. an invoice marked as PAID) – an electronic copy of the invoice is sufficient.
- Training Grants cover external training with an official provider. The MTA will not give out training grants for in-house training.
- Training Grants cannot be used for compliance training.
- Training Grants are allocated based on the criteria of the Trust Funds that the MTA administers, and should be used to pay for accredited or industry-recognised courses which will satisfy a recognised need in the members business as opposed to training required as part of taking on a new contract.
- All Training Grant applications must provide a description of the learning outcomes for the trainees. Any application which does not provide the necessary detail will be returned with further evidence requested.

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MTA Apprenticeship Grants and Loans Specific Terms and Conditions

- Apprenticeship Grants of £4,000 can be applied for by full members or £2,000 for contract manufacturing members.
- An Apprenticeship Loan of £10,000 is available for full member and contract manufacturing members. The apprenticeship loan is interest free and is repayable via direct debit over 12 months from when it is paid.
- Should the apprentice leave the organisation partway through their apprenticeship, the grant and any outstanding loan must be repaid in full within 30 days of the apprentice's final working day.
- Apprentices must meet the national framework/standard and training must be carried out by an approved provider.
- Applicants must submit a learner agreement and contract of employment for the apprentice prior to any payment being made – this can be done electronically.

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