

*The Trustees of The Fletcher Building Employee Educational Fund reserve the right to apply, review, and/or amend these terms and conditions from time to time without prior notification*

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- All Company Applications **MUST BE** submitted using this on-line application process. Paper-based Company Applications are not accepted by the EEF.
- A separate application is required to be submitted for each initiative/programme for which EEF funding is being sought.
- Company Applications for the ensuring financial year must be submitted by the application closing date in June each year.
- Company Applications are considered at subsequent meeting of the EEF Trustees usually in late July/early August each year.
- Where possible, Government funding must be secured for eligible programmes and the amount of funding secured detailed in the application in the field provided.
- Any other forms of income to the business from an initiative/programme (e.g. attendance fees charged to franchisees/JV Partners; charges to Business Units for attendance at Learning Academy initiatives) must be stated in the application in the space provided.
- Applications from Business Units for programmes that relate to those being offered by the Fletcher Building Learning Academy will not be considered by the EEF e.g. leadership and coaching, sales force effectiveness, high performing teams, health and safety, operational excellence.
- All Company Applications must relate to programmes that provide the opportunity for employees to develop skills over and above those required by them to do their day-to-day job. Such programmes are considered by the EEF to be job-specific training and are not eligible for consideration by the EEF.
- In general, the greater benefit for all initiatives for which EEF funding is being sought must be to the employee rather than the business as it is the employee who is the EEF beneficiary, not the business.