

SKILLS AND TRAINING FUND - APPLICATION

Please make sure that you have read the [Guidance Notes](#), and [Terms of Funding](#).

To complete and submit this form, please follow this process:

1. Download the form and save it to your computer
2. Complete all fields
3. Please ensure that you regularly save this application as changes are made
4. Save and send the completed form to **skills.training@citb.co.uk**
Please note we do not accept scanned copies.

Fair Processing Notice:

The information you provide to us will be used for processing your funding application and for purposes connected with our role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

For information explaining your legal rights and how we use your information, please view our Privacy Notice online at citb.co.uk/privacy

Your data will be held securely and treated confidentially. It will not be disclosed to external parties other than as required for the purposes described.

- Please ensure '.pdf' is at the end of the saved name and to remove the '.tmp'. To do this, please click: 'Save', then 'Save As', and ensure that you are saving the form as a '.pdf' instead of a '.tmp'.
- If this does not work, please download Adobe Pro onto your computer and/or laptop, OR email skills.training@citb.co.uk for a word document version of this application form.

**Please save
this application
as changes
are made.**

Section 1: Tell us about your organisation

To be eligible for funding you must:

Have less than 100 PAYE staff (employers only)

Yes

Be up to date with your CITB Levy payments and Levy Returns (employers only)

Yes

Be CITB registered (employers only)

Yes

Meet the core criteria for the Skills and Training Fund outlined in the Guidance Notes

Yes

Allow CITB to use your company name and project details for promotional purposes

Yes

Provide details to CITB on the number of people that participated and completed training in this project

Yes

Agree to take part in post-project monitoring and evaluation

Yes

First name

Surname

Your email address

Your telephone number

Organisation name

Address

Postcode

**Please give your contact
details here. The contact details
must be for the employer who
is applying for the funding,
not a third party.**

WHAT'S YOUR GOAL?

Please submit application form via email to **skills.training@citb.co.uk**

Please select your organisation type

CITB Registration Number (employers only)

Number of current employees

We award Skills and Training funding in advance of your activity – for prompt payment, please provide your organisation's bank details

Account contact name

Account contact email address

Organisation name on the bank account

Bank sort code

Bank account number

Name of bank

Name of branch

To ensure a quick application process; please complete this section when you apply.

Section 2: Tell us about your training

Please provide information about the training you are applying for

Training start date

Training end date

How long will the training last (in months)?

Where are you based?

How did you hear about the Skills and Training Fund?

If you selected 'other' please provide detail here

The duration of the project cannot be longer than 18 months.

Please tell us, using numbers not words, how many individuals you will reach with this training from the given groups

Current
Workforce

Future
Workforce

Other
employers

Others

Total

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Please let us know how many people or employers this project will benefit.

Section 3: Why does your organisation need this training? (40%)

Please outline why you need this training and the benefits it will add to your business

Maximum 250 words

In a brief statement please tell us why your organisation needs this funding.

Describe the problems your organisation is currently facing and how this funding will solve these problems and the benefits to your business.

Please save this application as changes are made.

- List the training activities and courses you will carry out as part of this project
- If your course is a CITB Approved short duration course you must include the full title and grant tier in the table below. You must click [here](#) for a list of courses which are grant supported
- You must provide the appropriate grant tier in the tier column. You can find more information about grant tiers [here](#). This is a mandatory part of the application process
- How many people will do the training
- When the course starts and ends
- How much the course costs
- How much CITB Grant you can claim. This includes all other grants such as NVQ's.

*Mandatory field

Section 5: Is it value for money? (20%)

- List three quotes from potential providers for each listed course or activity
- Please indicate which provider will be used by clicking on the tick box beside your chosen provider
- The chosen providers quote must equal the course costs outlined in Section 4
- If you're not using the cheapest provider, or are unable to get three quotes; please tell us why in the comments box below.

Demonstrate that the quotes you have received from providers offer value for money by showing their services at market rates.

Activity	Provider	Quote from provider	Date of quote	Chosen
Totals				

Section 5: Additional content

- **List three quotes from potential providers for each listed course or activity**
- **Please indicate which provider will be used by clicking on the tick box beside your chosen provider**
- **The chosen providers quote must equal the course costs outlined in Section 4**
- **If you're not using the cheapest provider, or are unable to get three quotes; please tell us why in the comments box below.**

Please save
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[illegible]

Section 5: Additional content

[illegible]

Additional comments

Maximum 250 words

If you're not using the cheapest provider, or are unable to get three quotes; please tell us why.

Please save this application as changes are made.



Signature

Please sign to confirm the accuracy of application contents. This must be signed by the named, main applicant:

Signed:

Print:

Date:

Review and submit

When you have finished, please save this application form. Take time to review and submit your application to skills.training@citb.co.uk

How to fill in the application form

Before you start, you should:

- Fully read these guidance notes
- Review the [terms of bidding](#)
- Review the [terms of funding](#)
- Review the [funding restrictions](#)
- Keep a copy of these notes next to you when completing the form
- Make sure you've saved the form to your computer, and saved any changes made
- Make sure that the numbers you put in match-up between each section.

Section 1: Tell us about your organisation (this section is not scored)

The purpose of this question is to identify whether your application meets all eligibility requirements. You will not be able to progress your application if you are unable to select 'yes' for any of the questions in this section.

The name, email address and telephone number

These must belong to the person submitting the application, who in turn must be employed by the organisation applying for funding.

Organisation name

This must be the name of the organisation applying for funding. The organisation must be eligible to receive the requested funding.

Number of employees

Tell us how many PAYE employees you have at the time of submitting the application. This will confirm the amount of funding you are eligible to receive (the amount you are eligible to receive is detailed on the CITB website. Please click [here](#) to confirm the amount of funding you are eligible to receive).

Bank details

Providing your bank details now will help reduce the time it takes to receive funding, if your application is approved. This payment can only be made to the eligible organisation and not third parties, such as training providers.

Section 2: Tell us about your training (this section is not scored)

What is the intended start/end date?

Please input the anticipated start and end date of the project. These dates should reflect the start and end dates of all the deliverables and activities included in the project.

How long will the project take to complete (in months)?

Once you have added the start and end date, you will need to manually enter the duration of your project in the 'How long will the training last (in months)?' section.

Where are you based?

Using the drop box please select the region in which your project will take place.

How did you hear about the Skills and Training Fund?

To help us promote the fund better in the future, using the drop down menu please tell us how you first heard about the Skills and Training Fund.

How many individuals will you reach with this training?

Please tell us how many individuals will benefit from training, split into the four groups provided:

- 'Current workforce' means your direct employees
- 'Future workforce' means those not yet employed in construction, but may be so in the future
- 'Other employers' means other employers benefiting from your project
- 'Other' means any other organisation or group benefiting from your project.

BACK
TO TOP

Section 3: Why does your organisation need this training? (40% of score)

Tell us why your organisation needs this funding. Describe the problems your organisation is currently facing and how this funding will help you in combating these problems and the benefits to your business.

Your answer should provide a clear case for why you need to deliver the activities you have described. It should then explain what difference the funded project would make.

BACK
TO TOP

Section 4: What are you going to do? (40% of score)

BACK
TO TOP

Full course title

Provide the full name of the course or training, as it appears on course documentation. List every course or training intervention you will deliver as part of the funded project. If your chosen course(s) are recognised as CITB short duration course a link has been provided for you to identify which tier grant applies. We expect you to enter the full course title as it appears on the list and also enter the grant. If your course is not a short duration (NVQ/Management and Leadership) but is eligible for funding we expect you to refer to the **CITB grant pages**.

Not all management and leadership courses will attract CITB Grant.

Number of people

Tell us how many people, in total, will undertake the listed course or training.

Start/end dates

Provide the start and end date of each listed course or training intervention.

Cost of training

Provide the total cost of each course or training intervention, as quoted by the supplier where possible. This should be the total cost for all people you have said will undertake that course or training.

Available CITB Grant

Provide the total amount of CITB Grant you can claim for each course or training, please refer to the CITB grant pages for more information. List the total amount of grant available for all individuals you have said will undertake the listed course or training.

Example:

Full course title/name of activity	Tier*	Number of people	Start date	End date	Total cost	Available CITB Grant (tier amount)	CITB funding request (total cost minus CITB Grant)
Asbestos Awareness	1	1	01/05/2018	01/05/2018	£80	£30	£50
NVQ Level 2 Brick Work	0	2	01/05/2018	02/02/2019	£2000	£1200	£800

Section 5: Is it value for money? (20% of score)

Demonstrate that the quotes you have received from providers and suppliers offer value for money by showing their services at market rates. You should do this by providing quotes from three different providers for each activity you have detailed in [Section 4](#).

Value for money is not necessarily the cheapest quote, but you should make a clear case as to why you have not selected the most affordable option in the additional comments box. If you are unable to provide three quotes for each activity, please explain why using the additional comments box.

Provider

The full name of the provider who has provided the quote.

Activity

The activity, as you have named it in [Section 4](#).

Quote

The quote provided, excluding VAT.

Date

The date the quote was provided to you.

Review and submit

When you have finished, please save this application form to your desktop. Take time to review your application and submit as instructed on the form. (Please submit application form via email to: skills.training@citb.co.uk)