

# TIER 1 DIRECT GRANTS TO EMPLOYERS 2017/18 GRANT APPLICATION FORM

**Claim now for training and achievement from 1 September 2017**

Grants Applications must be received within 3 months of the commencement of training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

**(Please complete in BLOCK CAPITALS)**

## EMPLOYER DETAILS

<b>Company Name</b>	<b>Registration Number</b>
<b>Address</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

## EMPLOYER DECLARATION

**The employer's declaration must be signed by an authorised signature within an organisation.**

I have read and agree to abide by the published eligibility and conditions of grant relating to the Tier 1 Eligibility and Conditions of the Direct Grants to Employers Scheme for 2017/18. I confirm that the information on this claim is correct, that the training attended satisfactorily met the employer's needs, that the number of training days claimed related to employees of this firm and that all the days fall between the dates given. This grant claim is made in the knowledge that it may be subject to retrospective verification and amendment. I understand that CITB NI will invoke its Fraud Policy and Fraud Response Plan to investigate and recover money paid as a result of false claims.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Please return your grant application and available supporting information to:**

**CITB NI, Grants Team, Nutts Corner Training Centre, 17 Dundrod Road, Crumlin,**

**BT29 4SR Tel: 028 9082 5466 Email: [grants@citbni.org.uk](mailto:grants@citbni.org.uk) Fax: 028 9082 5693 web: [www.citbni.org.uk](http://www.citbni.org.uk)**

CITB NI use only:

[illegible]

Name	National Insurance Number	Course Provider	Course Title	Training Dates	Duration

**CALCULATIONS FOR CITB NI USE ONLY:**

ID	Grant Category	Calculation	Grant Amount	Processed	Verified	£1000+

**Operator:**

Add Value of approved/paid grants to date: £

P53 Total Levy: £

Levy Paid: YES: ☐ NO: ☐

1st Install YES: ☐ NO: ☐

2nd Install YES: ☐ NO: ☐

Date Levy Return Submitted

Option Form 1 Submitted: \_\_\_\_\_

Option Form 2 Submitted: \_\_\_\_\_

On time: YES: ☐ NO: ☐

Option Taken ☐

Duplicate Check:

3 month Compliant: Yes: ☐ NO: ☐

# TIER 1 ELIGIBILITY AND CONDITIONS OF THE DIRECT GRANTS TO EMPLOYERS 2017/2018



To ensure affordability of Tier 1 Direct Grants to Employers the following terms and conditions apply to all applications;

## Definition of Employer

1. For a grant to be paid under the 2017/2018 grant scheme, the employer must be in-scope (as defined by Schedule 1 of the Industrial Training Board Order 1964) and be registered with CITB NI.
2. All registered in-scope employers below the levy threshold of £80,000 are eligible to claim grant to the value of **£500**. This limit does not apply to grants for apprentices.

## Grant Payment Criteria – General Conditions

3. Grant will only be paid to employers who submit an actual levy return form by 5 pm Thursday 31 August 2017. Failure to submit the annual return form will mean that an employer will not be eligible to claim grants during the training year 1 September 2017 to 31 August 2018.
4. For newly registered employers the levy return form must be completed and returned by the specified date, otherwise you will not be eligible for grant aid.
5. For those employers electing to take the option, the forms must be completed and returned by the specified deadlines. Failure to submit the option forms within deadlines set will mean that you will not be eligible for grant aid.
6. Grant claims can only be submitted for employees who reside, work in Northern Ireland and are declared on the employer's annual return form. CITB NI may reserve the right to proportion grant based on the element of work in Northern Ireland.
7. CITB NI may request evidence that an employee has been continually employed in Northern Ireland during the period of training undertaken.
8. We reserve the right to request evidence of employment for those employees for which grant is being claimed.
9. We would encourage employers to note National Insurance numbers on grant claim forms being submitted to CITB NI.
10. Grants are paid for training attended and qualifications achieved unless otherwise stated.
11. The grant level published in the 2017/2018 grant scheme is in relation to training and/or achievement between 1 September 2017 and 31 August 2018.
12. Levy payers will only be eligible to receive grant aid to the value of total levy paid. This limit does not apply to apprentice grants.
13. Applications for Tier 1 grant **MUST** be received by CITB NI within 3 months of commencement of the training or upon registration onto course/apprenticeship scheme, otherwise grant will be declined. Grant applications can still be submitted even if all the supporting information is not available at the time the training has commenced.
14. All requested supporting grant information must be received within 1 month of CITB NI's final request for such information otherwise grant will be declined.
15. Two easy ways to apply for grant is either on line at [www.citbni.org.uk](http://www.citbni.org.uk) or in hard copy format by using form GAF1718, which is available from our website or by request to CITB NI. Any supporting information available at the time of the application can be scanned and emailed, or posted, with the Grant Application Form. Employers may ask their training provider to apply for grant on their behalf to CITB NI.
16. All Tier 1 grant payments will be made directly to the employer.
17. Where CITB NI has direct access to information from Training Providers this may be used to verify and pay grant claims automatically.
18. The training of all those for whom grant is claimed must be recorded by the applicant and those records retained and open to inspection by CITB NI or their representatives. Records will include details and duration of training carried out, the names and occupations of those who attended and the costs incurred by the applicant. CITB NI or their representatives may audit these records to confirm the accuracy of claims and any excess grant received will be repaid by the employer.
19. Grant may be reduced or withheld if an employer does not comply with CITB NI requirements, fails to respond to written requests for information, or cannot prove that adequate training has being given.

20. An employer claiming grant may be required to prove that the training for which grant is claimed does not qualify for financial or subsidised support from another source (with the exception of apprenticeships). If it does qualify for other support, grant will be paid net of other sources. Grant is not available for training and / or courses delivered under Tiers 2 and 3 of the CITB NI Grant Scheme, including those where a delegate contribution is required.
21. Grant will not be paid to an employer who is in arrears with levy payments. Grant claims should be submitted but they will not be eligible for payment until all outstanding amounts are paid.
22. We reserve the right to recoup any money incorrectly paid either as a result of an error or otherwise.
23. Should the amount of published grant exceed or equal the net training cost, grant will be paid at a rate of 75% of the actual net cost of training (i.e. excluding VAT) incurred by an employer.
24. We have a fully functioned Training Directory should the training provider and/or course not be on the Training Directory this will delay payment of grant until the provider completes and returns the training declaration forms. The onus will be placed on the employer to ensure that the training provider complies with our requests to furnish the requested information by 30 November 2017. Should the information not be returned grant will not be able to be processed for payment.
25. All verified grants will be processed for payment within 10 working days upon receipt of all supporting information.

### **Eligible for Grant Assistance**

26. Please refer to Grant Scheme Guide for a summary of the grants that you can claim.

### **Not Eligible for Grant Assistance**

27. Grant will not be paid for the following;
  - Those employers not registered with CITB NI.
  - Where training has been provided free of charge to an employer, including training delivered under Tiers 2 & 3 of the CITB NI Grant Scheme.
  - Registration, certification, examination fees or competence assessment alone
  - Time spent on non training activities such as registration, induction, domestic arrangements, all break times, travel
  - Company, site or client/customer induction courses
  - Toolbox talks
  - Training where the main content relates to internal procedures and organisation of a particular firm, contract, project or site
  - Safepass training due to the mutual recognition with the CSR Health and Safety training course
  - Training or qualifications that have mutual recognition with schemes, qualifications available in Northern Ireland
  - Wages or salaries, travel, subsistence or accommodation costs associated with those attending training
  - Training courses/programmes less than two hour duration

### **Interpretation of Grants Scheme**

28. An employer should not rely on statements made by third parties about grant rates, eligible training or the claiming process. Employers should contact CITB NI for advice and guidance on grants available our decision is final on all matters concerning the interpretation of the Grants Scheme.

### **Alteration of Conditions**

29. CITB NI reserves the right to increase, reduce or withdraw grants proportionally to meet budget requirements. We will endeavour to provide as much notice as reasonably possible depending on circumstances.

### **Grant Appeals**

30. The right of appeal rests only with employers eligible to claim and receive grant from CITB NI.
31. If a grant application is declined, a registered in-scope employer has the right to appeal this decision through the Grant Appeals Process.
32. The first appeal stage against a declined grant application is for the a registered in-scope employer to contact in writing the CITB NI Grant Manager within 20 working days of the grant application being declined detailing the grounds of their appeal to include any supporting evidence. CITB NI will respond within 20 working days from the receipt date of the correspondence upholding or declining the appeal.
33. If an employer is dissatisfied with the decision of the Grant Manager, they have a further right of appeal to the Chief Executive or nominated representative. If they wish to exercise this right, they have to provide, within 20 working days of the declined appeal, a written explanation of why they believe the decision of the Grant Manager is wrong, or submit fresh evidence to support the claim. CITB NI will respond within 20 working days from the receipt date of correspondence upholding or declining the appeal.
34. Should the Chief Executive's or nominated representative's decision be unacceptable, an employer has a final right of appeal to the Board Review Committee. It is normal practice for the Committee to invite and consider written submissions from the employer and the Chief Executive of CITB NI, to help ensure that a fair, unbiased decision can be made. Employers will also have the right of oral submission to the Committee. The decision of the Committee, on behalf of the Board, will be final.