



## 2009/10 Grant Application form

Claim now for training and achievement from 1 September 2009

**Grants Applications must be received within 3 months of attending 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

Company Name <input style="width: 95%;" type="text"/>	CITB Registration Number <input style="width: 100%; height: 20px;" type="text"/>
Address <input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
Contact Name <input style="width: 95%;" type="text"/>	Position <input style="width: 95%;" type="text"/>
Telephone <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>

### EMPLOYER DECLARATION

**The employer's declaration must be signed by the owner, a director or senior manager within the organisation.**

I have read and agree to abide by the published eligibility and conditions of grant relating to the CITB Northern Ireland Grants Scheme for 2009/2010. I confirm that the information on this claim is correct, that the training attended satisfactorily met the firms needs, that the number of training days claimed related to employees of this firm and that all the days fall between the dates given. I confirm that the firm will keep records and that these will include full details of the training carried out, the names and occupations of those who have attended, and the number of days' training and costs for each person. I understand that CITB Northern Ireland may audit these records to confirm the accuracy of the claims and I agree that the firm will repay any excess grant received. The firm will make these records available to CITB Northern Ireland on request and will allow CITB's authorised representatives to enter our premises to inspect the records and to take any copies of them they may require. I will send CITB copies of my training records if requested. This grant claim is made in the knowledge that it may be subject to retrospective verification and amendment. I understand that CITB 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 Northern Ireland, Training Support 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 5247 web: [www.citbni.org.uk](http://www.citbni.org.uk)**

**CITB use only:**

Grant ID	Pending Approval	Incomplete	Declined	Verified

# Eligibility and Conditions of Grant 2009/2010

To ensure affordability of the Grants Scheme for all employers in these recessionary times,  
the following terms and conditions apply to all grant applications:

## Key Term

1. In the following Conditions of Grant the term 'Employer' relates to "a company registered with the Construction Industry Training Board, whose main activity falls within the scope as outlined in the levy legislation."
2. Firms who are not employers are not eligible for Grant. Firms are excluded when they do not have any direct employees, labour-only sub-contractors or agency staff and may therefore include some sole traders and partnerships. Limited companies are employers due to the fact that they employ at least one director and company secretary.

## Status of employer

3. For a grant to be paid to an employer under the 2009/2010 CITB Grants Scheme, the employer must be in-scope to and registered with CITB Northern Ireland.
4. Registered in-scope employers below the levy threshold of £80,000 will be eligible to claim Grant during 2009/2010.
5. The Employer must ensure they are not in arrears with levy payments. Grant claims should be submitted regardless of supporting information but will not be paid until the eligibility and conditions of Grant have been met.

## Claiming grants

6. Grants published in this scheme will be payable only in connection with applications received by CITB Northern Ireland between 1 September 2009 and 31 August 2010. Where training spans more than one training year, grants will be paid in proportion to the training that will take place in each year.
7. **Claims MUST be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can still be made even if all the supporting information is not available at the time of application.**
8. An employer must complete a grant form online at [www.citbni.org.uk](http://www.citbni.org.uk) or in hard copy format using form GAF0910, which is available to download from the website or by contacting CITB Northern Ireland. Employers can ask their training provider to apply on their behalf to CITB Northern Ireland. Any available supporting information must be scanned and emailed, or posted, with the grant application form. In all cases the eligibility and conditions of grant will apply to all claims received by CITB Northern Ireland and all grant payments will be made directly to employers.
9. In the case of Technical, Management & Professional Development Training and National Vocational Qualification Achievement, a grant form must be submitted once an invoice for course fees has been received and paid by the employer. All eligible grant applications will be followed up and accrued by CITB Northern Ireland if certification is not available to the employer before 31 August 2010.
10. Where CITB Northern Ireland has direct and approved access to information this may be used to verify and pay grant claims automatically for eligible employers.
11. Should the amount of grant exceed the net training cost, grant will be paid at a rate of 75% of the actual net cost of training (i.e. excluding VAT) or the in-house trainer's declared daily employment rate incurred by an employer.

## Support from other sources

12. No grant can be paid in cases where training has been provided free of charge to an employer.
13. An employer claiming grant may be required to satisfy CITB Northern Ireland 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.

## Payment of grants; alteration of conditions; status of Grants Scheme

14. The grant values shown in this booklet and online at [www.citbni.org.uk](http://www.citbni.org.uk) are likely to be those that CITB Northern Ireland will pay. Due to the uncertainty in projecting uptake numbers for grant, and the need for the Board to keep its overall expenditure within a defined budget, CITB Northern Ireland reserves the right to increase, reduce or withdraw grants proportionally to match the funds available and to attach conditions and procedures other than those mentioned in the 2009/10 Grants Scheme.
15. CITB Northern Ireland fully appreciates the need to give employers reasonable notice if the grants it expects to be able to pay are different than those published.

## Interpretation of Grants Scheme

16. **CITB Northern Ireland's decision is final on all matters concerning the interpretation of the Grants Scheme. An employer should not rely on statements made by third parties about grant rates, eligible training or the claiming process. Employers should contact CITB Northern Ireland for advice and guidance on grants available to employers during 2009/2010.**

## Type of training eligible for grants

17. All training for which grant is claimed must relate to an employee's present or future work in the construction industry. Grants are paid for training attended and qualifications achieved unless otherwise stated. No grant will be paid for assessment only.
18. Training supported by grant is identified and detailed in this booklet and on line at [www.citbni.org.uk](http://www.citbni.org.uk). **Grant will not be paid in respect of wages or salaries, travel, subsistence or accommodation costs associated with those attending training.**
19. Grant support will be paid at a rate of 75% of net cost, up to a maximum of £100 per day, for language interpreting for those whose first language is not English or for language assistance for those with a hearing/speech disability.

## Short Duration Training

20. Grant is available to support attendance on off the job training accredited by an appropriate recognised body or based on national occupational competency standards, that reinforces, complements or updates occupational competency training related to an employee's present or future work in the construction industry. Training courses may be run by public education establishments, training providers or employers and may be held externally or in-house.

21. Health and Safety should be an integral part of all training. Legislative requirements place a duty on employers to train their workforce in all aspects of health, safety and welfare.

## 22. The following activities are not supported by short duration training:

- Time spent on non training activities such as registration, induction, domestic arrangements, all break times, external assessment and examinations
- Company, site or client/customer induction courses
- Toolbox talks
- Courses designed for, or attended by, more than 30 people
- Training where the main content relates to the procedures and organisation of a particular firm, contract, project or site

## Records

23. The training of all those for whom grant will be claimed must be recorded and those records must be open to inspection by CITB Northern Ireland representatives. Records will include details and duration of training carried out, the names and occupations of those who attended and the costs incurred by an employer.
24. CITB Northern Ireland representatives may audit these records to confirm the accuracy of claims and any excess grant received will be repaid by the employer.

## Complying with the Eligibility and Conditions of Grant

25. Grant may be reduced or withheld if an employer does not take steps to comply with CITB Northern Ireland requirements, respond to written requests for further information from CITB Northern Ireland, or if CITB-Northern Ireland is not satisfied that adequate training is being given.

## Grant Appeals

26. If a grant application is received outside of the three month timescale, the Training Operations Support Manager will contact the employer asking for clarification of the circumstances why the claim has been received outside of the timescale.
27. Once the circumstances have been clarified with the employer, the application will be reviewed by the Training Operations Support Manager for approval for payment, amendment or refusal. Payment of all grant applications will be subject to the relevant supporting information being made available to CITB Northern Ireland.
28. If a grant application is declined, a registered in-scope employer has the right to appeal against the staff interpretation of the Grants Scheme. An employer who wishes to appeal should do so in writing, with any supporting evidence, to the Training Support Manager within 20 working days of the grant application being declined.
29. The right of appeal rests only with employers eligible to claim and receive grant from CITB Northern Ireland.
30. If an employer is dissatisfied with the decision of the Training Support Manager, they have a further right of appeal to the Levy/Grant Director. If they wish to exercise this right, they have to provide, within 20 working days, an explanation of why they believe the decision of the Training Support Manager is wrong, or bring forward fresh evidence to support the claim.

31. Should the Director's decision be unacceptable, an employer has a final right of appeal to the Board Review Panel. The Panel normally meets three times each year. It is normal practice for the Panel to invite and consider written submissions from the employer and the Chief Executive of CITB Northern Ireland, to help ensure that a fair, unbiased decision can be made. Employers will also have the right of oral submission to the Panel. The decision of the Panel, on behalf of the Board, will be final.

# How To Claim

Please ensure you have attached all relevant available supporting information when applying for CITB Northern Ireland Grant. Claim within 3 months of attending training otherwise grant will be declined. Claims can be made **even if all the supporting information is not available at the time of the grant application**. Our Training Support Team will contact you if there is any outstanding information required to verify your grant claim.

GRANT CATEGORY	SUPPORTING INFORMATION (to be securely attached, indicate by ✓ in right hand column)
Apprentice Level 2 & Level 3	<ul style="list-style-type: none"> <li>• Copy of NVQ certificate</li> <li>• Confirmation that the apprentice has been <b>employed</b> for at least 12 months</li> </ul>
Apprentice Modern Apprenticeship Certificate	<ul style="list-style-type: none"> <li>• Copy of Modern Apprenticeship Certificate</li> </ul>
Off the Job Training	<ul style="list-style-type: none"> <li>• Submit proof of attendance</li> <li>• Copy of paid invoice <u>or</u> declaration of in-house trainers daily employment rate</li> </ul>
Health & Safety Training	<ul style="list-style-type: none"> <li>• Submit proof of attendance</li> <li>• Copy of paid invoice</li> </ul>
BSE Training	<ul style="list-style-type: none"> <li>• Submit proof of attendance</li> <li>• Copy of paid invoice</li> </ul>
Scaffolding Training	<ul style="list-style-type: none"> <li>• Submit proof of attendance</li> <li>• Copy of paid invoice</li> </ul>
Plant Training	<ul style="list-style-type: none"> <li>• Submit proof of attendance</li> <li>• Copy of paid invoice</li> </ul>
Technical, Management and Professional Qualifications	<ul style="list-style-type: none"> <li>• Complete an annual claim form with a copy of the paid invoice</li> <li>• Proof of successful academic year completion <u>or</u> qualification achieved</li> </ul>
Existing Worker NVQ Achievement Level 2, 3, 4 and 5	<ul style="list-style-type: none"> <li>• Copy of NVQ certificate</li> <li>• Copy of paid invoice</li> </ul>
Industry Registration Schemes	<ul style="list-style-type: none"> <li>• Evidence that relevant scheme card has been issued</li> </ul>
Plant Scheme Cards	<ul style="list-style-type: none"> <li>• Evidence that the relevant scheme card has been issued</li> <li>• Evidence that additional categories have been certified</li> </ul>
Training and Assessment Unit Awards	<ul style="list-style-type: none"> <li>• Copy of unit Award (L9, L10, L11, L12, L13, A1, A2 V1 or V2)</li> </ul>
Approved Centre Accreditation	<ul style="list-style-type: none"> <li>• Submit proof of initial accreditation</li> </ul>
3 <sup>rd</sup> Party Management Systems	<ul style="list-style-type: none"> <li>• Submit proof of initial accreditation H&amp;S, Quality, Environmental, RECCS/MCS</li> </ul>
Investors in People	<ul style="list-style-type: none"> <li>• Copy of Investors in People Award</li> </ul>
Specialist Sector Support	<ul style="list-style-type: none"> <li>• Compliance with CITB Northern Ireland criteria</li> <li>• Production of a training needs analysis and a training plan in advance of the start of the start of the group's activities</li> </ul>

CITB use Only									
Name	National Insurance Number	Course Provider	Course Title	Dates of Training	Duration	Grant Category	Grant ID		

**CALCULATIONS FOR CITB USE ONLY:**

ID	Grant Category	Calculation	Grant Amount	Processed	Verified	£1000+

**Regional Adviser:**

P45 Total Levy:	Levy Paid: YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Duplicate Check:	3 month Compliant: Yes: <input type="checkbox"/> NO: <input type="checkbox"/>