

CITB NI 2024/25 GRANT SCHEME

TERMS AND CONDITIONS



To ensure affordability of CITB NI Grant Scheme the following terms and conditions apply to all applications;

Definition of Employer

1. For a grant to be paid under the 2024/25 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.

Grant Cap

2. Short duration training grants for courses lasting up to ten days are capped as follows:
 - 2.1 Levy payers based on 100% of total levy paid
 - 2.2 Non levy payers £500

Grant Payment Criteria – General Conditions

3. Grant will only be paid to employers who submit an actual levy return form by 4pm 30 August 2024. An employer who submits a late Return will not be eligible to claim short duration training grants during the training year 1 September 2024 to 31 August 2025. If you do not submit your annual levy return form by the deadline you can appeal your eligibility for grant payments within 10 working days of the return deadline date, only if extenuating circumstances apply.
4. For newly registered employers the levy return form must be completed and returned by the specified date, otherwise you will not be eligible to claim short duration training grants.
5. For those employers electing to take the option, the forms must be completed and returned by the specified deadlines. Late submissions will not be eligible to claim short duration training grants.
6. Employers electing to take the option should still submit grant claims but they will be held until both option forms have been completed and returned.
7. Grant claims can only be submitted for employees who work in Northern Ireland and are declared on the employer's annual return form.
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. This information will assist us obtaining evidence from other sources to support the grant application.
10. Grants are paid for training attended and qualifications achieved unless otherwise stated.
11. The grant level published in the Guide to Grants Scheme 2024/25 is in relation to training and/or achievement between 1 September 2024 and 31 August 2025.
12. All grant applications 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 should still be submitted even if all the supporting information is not available at the time the training has commenced.
13. All supporting information relating to short duration training grant claims must be received within three months of the training taken place, otherwise grant will be declined.
14. To apply for grant go to www.citbni.org.uk To GAF2425, which is available from our website. We are currently in the early project stages of replacing our core IT system and it is our intention, to cease issuing paper Levy Returns and Grant Claim forms from September 2025.
15. All grant payments will be made directly into the employers bank account.
16. Where CITB NI has direct access to information from Training Providers this may be used to verify and pay grant claims automatically.
17. 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.
18. 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.
19. 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 Training in Partnership including those where a delegate contribution is required.
20. 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.
21. We reserve the right to recoup any money incorrectly paid either as a result of an error or otherwise.

22. Should the amount of published grant exceed the net training cost, grant will be paid at the actual net cost of training (i.e. excluding VAT) incurred by an employer.
23. We have a fully functioning 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 within three months of the training taken place. Should the information not be returned grant will not be able to be processed for payment.
24. All verified grants will be processed for payment within 10 working days upon receipt of all supporting information.

Eligible for Grant Assistance

25. Please refer to Grant Scheme Guide for a summary of the grants that you can claim or call the Grants Team on 028 9082 5466.

Not Eligible for the Grant Assistance

26. 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 and grant funded under Training in Partnership.
 - Registration, certification, examination fees or competence assessment alone
 - Time spent on non training activities
 - Company, site or client/customer induction courses
 - Toolbox talks
 - 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 in Northern Ireland
 - Training courses/programmes less than two hour duration

Interpretation of the Grants Scheme

27. 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

28. 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. This also extends to the terms and conditions of grant 2024/25.

Grant Appeals

29. The right of appeal rests only with employers eligible to claim and receive grant from CITB NI.
30. If a grant application is declined, a registered in-scope employer has the right to appeal this decision through the Grant Appeals Process.
31. The first appeal stage against a declined grant application is for the 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 including any supporting evidence. CITB NI will respond within 20 working days from the receipt date of the correspondence upholding or declining the appeal.
32. 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.
33. 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.

Privacy Notice

34. CITB NI collect and use data for legislative purposes and do not share it with others except in pursuance with those obligations or tasks directly relating to those purposes.

Please refer to [Privacy Notice – Statutory Levy Returns & Grant Applications](#)