

# **CITB 2016/2017 GRANTS SCHEME TERMS AND CONDITIONS**

## **Who can claim?**

Employers who are registered as in-scope leviable with CITB including those in-scope leviable employers who don't pay a Levy as they fall below the Small Business Levy exemption level of £80,000.

Employers newly registered between 1 April 2016 and 31 March 2017 will be eligible to claim new entrant and apprenticeship grants from 1 August 2015 and all other grants from 1 August 2017, this is because their first year of liability will be based on their 2017 Levy Return and the levy liability will not be assessed until spring 2018.

## **Who can't claim?**

- Businesses which are classed as in-scope excluded (they may have no direct employees) or Net CIS sub-contractors (sole traders and partnerships)
- Employers whose main activity is not construction

## **What criteria must be met before a grant claim is processed and paid?**

All employers will be eligible to receive 2016/2017 grant payments from 1 August 2016. To continue to receive payments for the entire Grants Scheme year employers must return their completed 2016 Levy Return before 31 December 2016. If this deadline is missed all grant payments due after 31 December 2016 will be blocked.

Similarly we can only make grant payments if any Levy assessments due are either paid in full or subject to Direct Debit arrangement

## **What is Supplementary Payment?**

A Supplementary Payment of 10% is added to all Grants claimed by employers who are paying a Levy to CITB. To receive the Supplementary Payment within the 2016/2017 Grants Scheme year, the following conditions must be met by 31 July 2016.

- a correctly completed 2015 Levy Return has been received that requires you to pay an assessment to CITB
- this assessment has been paid in full or being paid by Direct Debit instalments

If these two criteria are met all grants will be paid, including supplementary payment from 1 August 2016. To continue to receive payments for the entire Grants Scheme year you must return your completed 2016 Levy Return by 31 December 2016. If you miss this deadline all grant payments due after 31 December 2016 will be blocked.

## **What can I claim for?**

Grants are available for training which is directly related to the employer's construction business and the present or future work in the construction industry.

## **Who can I claim for?**

Employers who are registered with CITB can claim for grants in respect of training undertaken by:

- directly employed staff (PAYE employees including apprentices)

Apprentices must spend a minimum of 16 hours per week and preferably in excess of 30 hours a week doing the job they are developing skills in, although the pattern of working hours may be averaged over a four week rolling period.

- Net CIS sub-contractors in respect of work carried out at or from the construction establishment (subject to individual grant criteria and the additional criteria for the Net CIS sub-contractors as details below).
- payments in respect of work carried out at or from the establishment must have been made by you to the Net CIS sub-contractors, these payments must be included in section 4 of the 2016 Levy Return
- some grants are restricted to PAYE staff only, due to the long-term nature of the training

### **What can't I apply for?**

An employer can not apply for grant for:-

- training or qualifications where there is not pattern of continuous employment with the registered employer or engagement in the construction industry
- external examinations
- training completed or achievements awarded outside the Grants Scheme year of 1 August 2016 to 31 July 2017

### **How do I apply?**

Visit the CITB website and download a grant claim form at [www.citb.co.uk/grants](http://www.citb.co.uk/grants)

### **What supporting documentation must I keep/provide?**

Employers are required to keep records to substantiate the training or achievement for which grant is applied for a minimum of 3 years. The following documentation must be open to inspection, upon request, by CITB representatives and auditors:-

- details of Training and Development programmes
- evidence of training duration, attendance and achievement
- payroll and sub-contractor payment records including Real Time Full Payment Summaries (FPS), P60's, P11's and all monthly CIS300's

When the employer uses the services of a third party to make a grant application, the responsibility to ensure that applications are made in accordance with the Grants Scheme rules and repay grant as a result of an error by the third party, remains with the employer

### **How and when is the grant paid?**

If your claim is successful, we aim to pay the grant, together with any Supplementary Payment to which you may be entitled, by direct bank transfer or by cheque, when the training is completed and in any event within 28 days of your grant claim. If your claim is unsuccessful or we require further information, we aim to write to you within 28 days of your grant claim.

Please note - the grant is paid to the leviable employer, not to third parties, individuals or Net CIS sub-contractors. Verbal forms of approval expressed by us in connection with any course or condition will not be valid or recognised unless you have received confirmation in writing. CITB shall be entitled to off-set any monies owed to you under the Grants Scheme against any monies owed by you to us.

### **Is grant guaranteed?**

The Grants Scheme is conditional upon the amount of Levy received by the industry. As this amount is determined annually, all applications will be considered in relation to the overall amount of Levy received from the construction industry. The grant values shown in the Grants Scheme are likely to be those that CITB will pay based on the continued approval of the Levy Order by Parliament. In exceptional circumstances, such as a decrease in statutory Levy, it may be necessary to reduce grants proportionally or withdraw them completely to match funds available. We recognise the need to inform employers as soon as possible if the grants are less than those published. We reserve the right to increase, reduce or withdraw grant, to amend the Grants Scheme rules and to amend any conditions and procedures relating to the approval of application for the payment of grant. If CITB is not satisfied that adequate training has been or is given, then grants may be reduced or withheld.

The Grants Scheme is not intended to be an offer by CITB or to lead to, or be part of, any formal legal agreement. CITB's decision is final on all matters concerning the interpretation of the Grants Scheme.

### **Why may my grant application be rejected or returned?**

Your application may be rejected or returned for any of the following reasons:-

- the criteria has not been met
- the training does not qualify for support
- insufficient or no evidence to support your claim
- the trainee has already received grant support for this training/qualification
- the claim exceeds the maximum number permitted
- the claim form is not received within the advertised deadlines
- the claim form is illegible, incomplete or unclear

### **How do I appeal?**

If a grant application is refused, employers have a right to appeal against the decision to the Grants Scheme Team. Appeals should be made in writing, either by letter or e-mail with supporting evidence to [grantsscheme.appeals@citb.co.uk](mailto:grantsscheme.appeals@citb.co.uk) or to:

Grants Scheme Team  
CITB  
Bircham Newton  
King's Lynn  
Norfolk  
PE31 6RH

Your appeal will be considered by the Grants Scheme Team and you will be advised in writing of the outcome. The Grants Scheme Team aims to deal with all appeals within 28 days.

If you are dissatisfied with the decision, you are entitled to a further right of appeal to a panel of independent experts who will review your case anonymously and reach a final decision

regarding your appeal. Only written submissions will be accepted so you should write to the Grants Scheme Team to the address above, including full details of your case and any additional information you feel should be considered. You will then be advised of the final decision.

The criteria set out in this document are not exclusive and we reserve the right to exercise discretion in coming to our decision.