

Request for Funding

This document is to confirm your intention to participate in the Large Employer Fund 2026, which is available to Levy registered employers with 250 or more PAYE employees.

Please complete all sections and return to LargeEmployerFund@citb.co.uk.

Section 1: Before You Participate

Please ensure to do the following before submitting your form:

- ✓ Read the Funding Terms & Conditions
- ✓ Check most recent CITB Levy return has been submitted and all your CITB Levy payments are up to date

Section 2: Company Details

Please tell us about you and your business. As the applicant you must be directly employed by the named business. All application related communication must be between the business and CITB.

Company Name	
CITB Registration Number	
Your Name	
Your Email Address	
Your Contact Number	
Company Address	
Postcode	
Nation	
Number of Employees (PAYE)	
Company Specialism	
Bank Account number	Sort Code
Account Name	
Estimated number of individuals expected to be trained using this funding	

There are two ways you can access the fund:

Option 1 – Submit an Annual Training Plan

You will need to provide a training plan, along with the Request for Funding form, that outlines all planned training for the year ahead.

Option 2 – Supply Invoices

If you do not have a training plan available, you can still access the fund. You will be required to submit training invoices at each review to confirm what training has taken place.

Please indicate which option you intend to use below.



Section 3: Declaration

Place an 'x' in the box to indicate your agreement to the following statements:

- ☐ You confirm you have read and understood the terms of funding and all associated guidance and agree to deliver the project accordingly
- ☐ You confirm that your organisation wishes to apply for £18,000 of funding through the Large Employer Fund, and you have 250 or more PAYE employees.
- ☐ You agree to provide either an annual training plan or, where such a plan is not supplied, to submit all relevant training invoices at each scheduled payment review as evidence of expenditure.
- ☐ You acknowledge and agree that all funding provided must be used exclusively for in-scope training activities as detailed in the [Appendix](#)
- ☐ You will keep evidence of project/programme completion and expenditure and agree to submit this evidence to CITB should it be requested
- ☐ You have submitted your most recent CITB Levy return, and all previous year's CITB Levy payments and returns are up to date
- ☐ You are not in breach or default of any other agreement with or obligations to CITB
- ☐ You confirm that all information contained within this document is accurate and complete to the best of your knowledge and that you have the authority to complete and sign this form on behalf of the company for which you are applying

Signature

Please sign to confirm the accuracy of the form contents.

Signed:	Date:

Appendix: Training Activities

Fundable training:

- Short Course training (excluding anything still fundable via the [Grants scheme](#), such as Plant Operations & Scaffolding)
- Leadership and Management training (for those in leadership, supervisory or management roles)
- Other in-scope construction related training

Non-Fundable training:

- First Aid courses
- Level 7 qualifications
- Any training that is available via the [Grants scheme](#) or other funding routes (such as apprenticeships and qualifications)
- In-House Training (training delivered using your own resources which incurs no 3rd party costs)
- Microsoft Office courses
- Consultancy, registration or membership fees
- Purchasing software and licenses
- Travel, accommodation and subsistence
- VAT