INDUSTRY IMPACT FUND

Guidance Notes

Purpose of this guidance

This guidance is for CITB levy registered employers who wish to apply to the Industry Impact Fund. The guidance is intended to help you complete an application, understand what's fundable and give you a clear idea of the information you need to supply.

Prior to applying, you must speak with your local CITB Adviser to check that your proposed solution aligns with the aims of this fund. You can find your local Adviser on our website: CITB in your local area - CITB

Once your proposal has been reviewed by CITB, an application form should be released.

Contents

Part 1: Available funding and who can apply

This fund is open to any CITB levy registered employer.

Please note that beneficiaries of the funded project must have more than 50% of their activities in scope of CITB, which is the responsibility of the lead employer to check.

In order to be eligible for funding you must have submitted your most recent levy return and all levy payments must be up to date.

Only one Industry Impact project (<u>per each levy registration number</u>) can be live through this fund at any one time.

CITB registered businesses with a live project under a <u>separate</u> CITB fund (e.g. Skills & Training) are able to apply.

Applicants can apply for up to £500,000. The funded project must be delivered, with all funding utilised and evidenced within 24 months from the start date of the funding agreement. The funded activity cannot commence until after a successful funding decision has been confirmed in writing and a funding agreement signed and returned. Retrospective activity will not be funded.

All proposed solutions should be valued by industry; therefore, applications must be accompanied by a minimum of two letters of endorsement. Endorsements can come from other CITB levy registered employers or employer representative bodies e.g. Federations or Prescribed Organisations. Associated businesses which are part of your group cannot endorse your application. A suggested format for this letter <u>can be found on our website</u> however a personalised endorsement would be preferable. Endorsements may be verified.

<u>Proposed delivery partners</u>
We understand that an employer may be supported by a delivery partner when completing the application, however, please be aware that if successful, the funding agreement will be between CITB and the lead CITB registered employer, who will be solely accountable for the full funding amount and the overall delivery of the project outlined in the application.

In a scenario where a delivery partner provides very similar content to support multiple bids (led by different CITB registered employers), there is a high risk that all applications will be rejected (as duplicate solutions will not be supported).

Part 2: Aims of the fund

The broad aims of the Industry Impact Fund are to:
- develop a route to support industry designed skills and training solutions
- deliver outcomes against specified industry priorities
- encourage and support new solutions to skills and training challenges
- test solutions that have potential to affect large scale change for industry

Part 3: Fund Topics

The current topics for this fund are:
Productivity
Equality, Diversity & Inclusivity (ED&I)
Net Zero
Trainers & Assessors

[Digital skills](#)
[Retention](#)

[Please click on the relevant topic for further explanation.](#)

Please note: These are the current topics for the Industry Impact Fund and additional topics may be added in the future. Proposals need only to address one topic, this is more likely to lead to a successful application rather than those that dilute their ideas by attempting to cover multiple topics.

Part 4: What we do and don't support

For examples of what we will support, please see [appendix A](#).

Below are some examples of the types of things we would <u>not</u> consider.

- Activity that duplicates things that can be accessed through other routes (e.g. Grants scheme) or has been previously funded by CITB
- Activity that is not new or is already happening
- Projects that are not focused on skills and training
- Projects that have a tenuous or indirect link to one of the fund topics
- Projects that fail to demonstrate ability to deliver
- Projects with no tangible or trackable outputs or outcomes
- Projects with excessive costs that are disproportionate to the outputs produced
- Projects where outputs will only benefit the applicant and initial direct recipients
- Projects where outputs cannot be sustained beyond the initial funding period
- Operating costs of existing partnerships, industry bodies or training suppliers
- General recruitment or careers campaigns/events
- VAT
- Items of capital expenditure (e.g., software, licences, purchasing / rental of buildings, equipment, etc)
- Staffing costs

<u>Additional costs:</u>
Project management costs should not exceed 15% of the total project value. Project management can include (but is not limited to) activity such as: project planning; project reporting; governance; project meetings; preparation of claims and evidence; coordination of training and activity, and so on.

Match funding is not a requirement of this fund. Applications should not include any items or activities funded by the applicant.

Part 5: Fund criteria

All applications will be reviewed against the following criteria:

Topic	There must be a clear, strong and direct link between the proposed solution and one of the fund topics detailed in part 3.
Value for Money	The output(s) generated by the funded activity must be clearly defined and represent value for money. Examples of output(s) could include (but are not limited to): • Assets that are created and made available for wider use • Creation of a sustainable ongoing product and/or service • Learning and insights that can inform future activity • Other outputs e.g. data or alternative approaches
New activity	The proposed activity is not: • a repeat of something that already exists • something that is already happening • something that would happen anyway without CITB funding
Confidence	The application provides credible evidence of capability to deliver. Confidence levels will be assessed in the following areas: • Deliverables will be created to a high level of quality • KPIs and targets are defined and achievable • Timelines are detailed and realistic • Clear explanation how impact will be achieved
Sustainability and scalability	The output(s) of the funded activity must be: • sustained beyond the initial CITB funding period • available to wider industry Please discuss with your Customer Engagement Adviser if you need support with this element.
Intellectual Property (IP) Ownership	The IP of assets developed through the funded activity will belong to CITB and be CITB branded. Please discuss with your Customer Engagement Adviser if you have any questions. (This applies to Foreground IPR where the development of the asset is the primary element the funding is being used for. Please see our Terms of Funding for further detail on IP.)

Part 6: Application form overview

Section 1 – Before you apply

Contains information that should be read and understood before you submit your application.

Section 2 – Company details

This section is for you to provide your company information which allows us to check that you are eligible to receive funding.

Please provide the bank account information for where you would like the funding to be paid should your application be successful. We will then use the bank account details supplied in your application form to set up a supplier account to enable payment on our finance system.

Section 3 – Application questions

Please complete all six questions in full using the text boxes provided. Questions 4, 5 & 6 also include a table to be populated with a high-level project plan, full breakdown of costs, and KPIs/targets that you plan to achieve. Please read the additional guidance provided alongside each question, which explains the type of information you <u>must</u> include in your response.

Section 4 – Declaration

All statements should be read and marked with an X to confirm your acceptance. Signature and date are required.

Part 7: Submitting your application & funding decisions

Please get in touch with your <u>local adviser</u> to discuss your idea for this fund.

Your local adviser will have an initial conversation with you, to make sure you meet the eligibility criteria and your idea meets the aims of this fund. You will then be asked to complete a brief project summary which will be reviewed by our External Funding Managers. If your idea is suitable, you will be sent an application form to complete and details of where to return it (along with any associated letters of endorsement).

Please note, the progression of your proposal to the application stage is not a guarantee of funding.

Applications must be submitted directly from the lead business named in the application. We will only discuss applications with, or in the presence of, the lead applicant.

Applications can be submitted at any time. The assessment process takes on average 3 months, so we expect outcome decisions to be communicated approximately 3 months after your submission date. Funding decisions will be communicated as soon as possible but please consider this timeline when putting your project plan together.

To expedite the assessment process, please respond to additional information requests as soon as possible.

Part 8: Fund governance

The level of governance is determined by the amount of funding requested.

Applications up to £100k will be assessed and scored by CITB's Funding Team against the criteria stated in Part 5. Applicants may be contacted by the funding team to request further information if necessary.

Applications between £101k-£249k will also be reviewed by an internal CITB panel. Applicants may be invited to participate in a panel discussion to explore their idea in more detail.

Applications between £250-£500k will be reviewed by an internal CITB panel, followed by an external industry panel made up of nominated representatives from Nations Councils and the Industry Funding Committee (IFC).

Information on the Councils & IFC can be found here: Our Councils - Membership & National Insights - CITB

Part 9: Monitoring and evaluation

If your application is successful, once the Funding Agreement has been signed and returned, your funded project can start.

Payments will be made in up to a maximum of eight instalments, based on the project's duration, value, and complexity. You will receive a maximum of one payment every three months. Payments are dependent upon the achievement of milestones and the provision evidence of expenditure acceptable to CITB at its discretion. Your Funding Officer will provide you with a funding agreement with the indicative amounts and payment dates.

Please remember to keep all relevant records and evidence of expenditure, activities and outputs (such as invoices, timesheets, work plans, copies of training blueprints, etc) as you will need to submit these to CITB to clearly demonstrate how the project is progressing and in order for milestone payments to be released. Your funding agreement will detail the expected evidence for expenditure, activities and outputs.

We will continue to keep in touch at regular intervals for the duration of your funding agreement and as a minimum will contact you when a payment milestone is reached. Once acceptable evidence has been received, CITB will review and confirm payment (or request further information should that be necessary).

You will be expected to provide evaluation updates against the progress and success of your project throughout the timeline. Evaluation guidance and templates will be provided.

CITB Evaluation

CITB will undertake evaluation of this fund to measure its impact and help shape future offers, your participation in any post-funding evaluation activity is compulsory.

Part 10: Final checklist

- ☑ Only a CITB registered business can apply to the fund as the lead applicant
- ☑ Applicants must be up to date with all levy returns and levy payments
- ☑ The application must be endorsed by a minimum of two other stakeholders (who are not part of your business group) and letters of endorsements will be submitted with the application
- ☑ The proposed solution must have a large-scale beneficial impact on the wider industry (not just benefit the recipient and their supply chain)
- ☑ The solution focuses on a skills and training solution that is new, not already happening, or would happen without this funding (and is not an extension of a project previously supported by CITB)
- ☑ The solution directly links to one of the fund topics
- ☑ The application does not include any items in part 4
- ☑ The application does not include any retrospective activity
- ☑ Terms of Bidding and Funding must be read and understood
- ☑ The value of the proposed solution does not exceed £500,000
- ☑ The project will be completed and funding utilised within 24 months
- ☑ The proposed solution can be sustained beyond the funding period and will available beyond the initial direct recipients.
- ☑ The solution offers good value for money and will be of high quality
- ☑ Only one live project is permitted through this fund open at any time (per CITB registration number).

Appendix A: Fund Topics

Productivity

Definition (for the purpose of this fund):

Productivity is a measure of how efficiently a person or organisation completes work. This is defined as the rate at which goods and services are produced (output), compared to the amounts of inputs (labour, capital, energy, or other resources) used to deliver those goods and services.

Purpose:

To support industry in improving productivity at a faster rate and enable greater outcomes to be achieved with the same or fewer people (thereby helping to reduce the skills shortage).

Aims:

- More people trained in productivity related skills
- More businesses have productivity improvement programmes
- Industry has better awareness and understanding of the benefit of addressing productivity
- Industry has the skills and knowledge to improve productivity across multiple sectors
- (Longer-term) Industry's measure of earned hours/actual hours improves

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Please note, whilst all training will lead to some level of productivity improvement, we are not looking to support general training via this fund. Productivity based proposals must focus on productivity specific training.

Examples of topics that could influence productivity (others will be considered):

- Improved work organisation & planning
- Process efficiency and effectiveness
- Avoiding delays
- Multi-skilling
- Adoption of technology
- Improved quality / error reduction
- Improved leadership and management (specifically focused on the role L&M plays in improving productivity)

Equality, Diversity and Inclusivity (ED&I)

Definition (for the purpose of this fund):

Equality refers to the right of every individual to equal treatment and opportunities within the workforce, equality is not about benefiting some people at the expense of others, but rather benefiting everyone.

Diversity is aiming for a workforce that is more representative of wider society in terms of the protected characteristics identified under the equalities act 2010 (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation).

Inclusivity is aiming for a workplace where every individual is valued. People from all different groups feel they belong, therefore positively impacting on recruitment and retention.

Purpose:

To support industry in understanding the benefits of and achieving a diverse and inclusive workforce.

Aims:

- More people trained in skills that promote an equal, diverse and inclusive work environment
- More businesses have equality, diversity & inclusivity improvement programmes
- Industry is more appealing and representative of society and can therefore better attract and retain new talent from protected groups
- Industry has better awareness and understanding of the benefit of addressing diversity and inclusivity and commits to embrace and engage accordingly
- Industry has the skills and knowledge to improve diversity and inclusivity within its working environment

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Examples of topics that could influence ED&I (others will be considered):

- Organisational culture
- Direction and leadership
- Work environments and practices
- Mentoring
- Succession planning and internal recruitment

Net Zero

Definition (for the purpose of this fund):

Achieving a balance between the amount of greenhouse gas emissions produced and the amount removed from the atmosphere. The best way to become net zero is by reducing our emissions as much as possible.

Purpose:

To support industry (especially small employers) to meet their net zero obligations now and in the future. To raise awareness (for SMEs) of the impact of Net Zero on their business and the opportunities it provides for business growth.

Aims:

- More people aware of net zero and related skills.
- More small businesses aware of their net zero obligations and opportunities this provides.
- Capacity and quality of net zero related training is increased and improved.
- Industry has the knowledge to improve net zero performance.
- (Longer term) More businesses are applying net zero skills to their methods of work, helping to achieve national net zero targets.

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Please note, proposals that are more than 50% related to excluded areas (e.g., air conditioning, heating, ventilation, plumbing, etc) cannot be considered as they are outside of CITB's scope. If in doubt, please discuss with your CITB Customer Engagement contact. Additionally, proposals should utilise existing Net Zero training materials (rather than creating new ones).

Examples of topics that could influence Net Zero (others will be considered):

- Energy efficiency related measures
- Building fabric improvements
- How building systems work e.g., retrofit of existing buildings, new builds, etc
- Building skills and capacity in SMEs to deliver government funded net zero schemes

Trainers and Assessors

Definition (for the purpose of this fund):

Any trainer, assessor or tutor currently involved in the delivery of construction training; or employee of a CITB registered business, who is seeking to or has the potential to become a trainer or assessor in the construction training sector.

Purpose:

To address shortages of construction trainers or assessors and the impact this has on the availability and quality of in scope construction provision.

Aims:

- Supporting suitable new trainers or assessors to enter the profession.
- Supporting trainers and assessors to stay in their roles
- More effective/productive delivery practices
- Addressing heightened challenges within a specialist area or region which have led/could lead to significant gaps in available provision.

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Please note, we will not support interventions that supplement wages. We will not support projects that duplicate support offered by other government departments or other ALBs to address the problem. We are looking for projects that focus on construction training which is in scope to CITB.

Examples of topics that could influence trainers & assessors (others will be considered):

- Projects that address barriers to entry for those considering becoming trainers or assessors
- Projects that improve retention for newly qualified trainers and assessors
- Projects that achieve improved productivity or personal effectiveness for the existing trainer/assessor workforce
- Projects that address challenges for niche/specialist skills delivery

Digital Skills

Definition (for the purpose of this fund):

Digital is defined as per our current Digital Strategy (2018):

"Digital construction comprises of new technology hardware and software, data-led processes and equipping staff with the skills needed to maximise digital applications"

Purpose:

To support industry (especially small employers) to train their workforce in the digital skills that are needed by the construction industry now and in the future.

Aims:

- More people aware of and trained in digital skills.
- More small businesses aware of the opportunities related to digital technologies and can apply it to their current and future work.
- The ability of digital skills related training suppliers is increased and improved (in relation to the construction sector).
- (Longer Term) Industry has improved productivity through effective adoption of digital technologies.

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Please note, proposals should utilise existing digital skills training materials (rather than creating new ones) and should align to and support CITBs Digital Competence framework.

Examples of topics that could influence digital skills (others will be considered):

- Digital leadership (e.g., benefits of digital tools, technologies and understanding)
- Digital literacy (e.g., use of smartphones, tablets, laptops, etc)
- Digital security (e.g., handling and protection of data and internet connected devices)
- Design and development (e.g. producing digital solutions efficiently)
- Data capture, analysis and insight (e.g., production and analysis of raw data to reach conclusions)
- Modelling and simulation (e.g., representations of work over time)
- Smart construction and management of built assets

Retention

Definition (for the purpose of this fund):

Retention refers to:

- individuals that have newly joined construction and remained within the industry (for at least 3 months)
- the retraining of individuals to enable them to remain within construction (who would have otherwise left due to physical or personal circumstances)

Purpose:

The construction industry loses more people each year than it recruits. The impact of supporting individuals already in or new to industry will reduce the number of individuals leaving.

Aims:

- More people understand the need to retain employees and are trained in retention related skills.
- More businesses have support programmes for new entrants.
- More businesses have progression plans for individuals to understand career opportunities available to them.
- (Longer Term) The measure of retained individuals in construction improves.

What we want:

- Proposals that meet all of the fund criteria set out in part 5
- Projects that focus on a skills and/or training solution
- Projects that will influence and help achieve the aims for this topic

Please note, projects that focus solely on recruitment (and not also retention) will not be considered.

Examples of topics that could influence retention (others will be considered):

- Induction and recruitment practices (to support increased retention)
- Process efficiency (e.g., reducing recruitment/onboarding time)
- Improved management and leadership (specifically focused on the role onboarding plays in improving retention)