

# Application guidance notes: Industry Impact Fund

April 2023

## 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 submitting your application you should speak with your local CITB Adviser to check 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](#).

Application forms will be available on request from your local CITB Adviser.

## Part 1

### Available funding and who can apply

This fund is open to any CITB levy registered employer.

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. Retrospective activity will not be funded.

In order to be eligible for funding you must have submitted your current levy return and all applicable levy payments must be up to date. Only one Industry Impact funding agreement (per each levy registration number) can be live at any one time.

All proposed solutions should be valued by industry; therefore applications must be accompanied by one or more 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 support your application. A suggested format for this letter [can be found on our website](#).

### Proposed delivery partners

We understand that an employer may get help when completing the application from organisations that they plan to work with should the application be successful. Please be aware that the application content is the responsibility of the lead employer and if the project is funded, they will be 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 with different lead employers there is a high risk this will lead to the majority/all applications failing (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 solutions
- deliver outcomes against industry priorities
- encourage and support innovate solutions to skills and training challenges
- test solutions that have potential to affect large scale change for industry

### Part 3

#### Strategic priority areas

The current strategic priority areas for this fund are **Productivity and Equality, Diversity & Inclusivity (ED&I)**.

#### Productivity

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.

#### Example productivity themes (others will be considered):

- Improved work organisation and planning
- Process efficiency
- Avoiding delays
- Multi-skilling
- Equipping managers and leaders to identify and implement productivity gains
- Adoption of technology
- Improved quality and error reduction

#### Equality

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

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

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.

#### Example ED&I themes (others will be considered):

- Organisational culture
- Direction and leadership
- Mentoring
- Targeted recruitment processes
- Work environment and practices
- Succession planning and internal recruitment

**Please note:** Productivity and ED&I are the current priorities and additional topics may be added in the future.

### Part 4

#### Fundable activity

#### Examples of things we do want to fund are:

- Innovative solutions to address industry's skills and training challenges
- Solution that directly improve one or more of the strategic priority areas
- Solutions that can be scaled up to benefit multiple people / multiple organisations
- Projects that develop new skills that drive productivity in businesses

- Projects that result in more people joining construction with people from protected groups being given equal opportunity
- Projects that have measurable outcomes

**Examples of things we will not fund are:**

- Activity where funding can be accessed via another route
- Activity that duplicates something that has previously been funded by CITB
- Solutions that do not directly link to one of the strategic priority areas
- Projects that are not focused on skills and training
- General recruitment or careers campaigns
- Items of capital expenditure

**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 should focus on productivity **specific** training such as improving efficiency and effectiveness of processes and the supply chain e.g. implementing new training methods, improving communication or collaboration, and streamlining workflows to increase outputs.

**Part 5  
Fund criteria**

All applications will be reviewed against the following criteria:

**Impact** – how the solution will make a positive difference to an industry challenge

**Strategic priority** – a direct link between the proposed solution and one or more of the strategic priority areas

**Quality** - confirmation must be provided that the solution will be delivered to a high standard

**VFM** - confirmation must be provided that the solution offers value for money

**Return on investment** – the funding amount should be proportionate to the expected outcomes of the solution

**Scalable** – how the solution will be made available to multiple people or organisations

**Sustainable** – how the solution will remain in place once CITB funding has been utilised

**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, question 4 & 5 also includes a table to be populated with the project plan and costs. Please read the additional notes alongside each question which explains the type of information you should 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

Once fully completed, please submit your application form via e-mail (along with any associated letters of endorsement) to [IndustryImpactFund@citb.co.uk](mailto:IndustryImpactFund@citb.co.uk)

Applications must be submitted directly from the lead business named in the application.

Although applications can be submitted at any time, assessments will take place quarterly, for example:

1<sup>st</sup> assessment period July 2023 (to review applications received 03 Apr-30 June 2023)

2<sup>nd</sup> assessment period October 2023 (to review applications received 01 Jul-30 Sept 2023)

3<sup>rd</sup> assessment period January 2024 (to review applications received 01 Oct – 31 Dec 2023) etc.

Funding decisions will be communicated as soon as possible once each assessment round is complete.

## Part 8

### Fund governance

Applications up to £100k will be assessed and scored by CITB's Funding Team against the criteria stated in Part 5.

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.

For application between £250-£500k these will be reviewed 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 Industry Funding Committee - CITB](#)

## Part 9

### Monitoring and evaluation

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

Please remember to keep all relevant records and evidence (such as invoices, work plans, timesheets 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.

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 (as stated in your Funding Agreement). At that point acceptable evidence must be submitted to CITB before any payment can be released. Once received, CITB will review the documentation 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

- Proposed solution must have a large-scale beneficial impact on wider industry
- Activity must focus on a skills and training solution that doesn't already exist
- The solution must directly link to one of the current strategic priority areas
- Maximum funding amount £500k
- Project must be completed, and funding utilised within 24 months
- Solutions must be scalable e.g. available to multiple beneficiaries or organisations
- Solutions must be sustainable e.g. remain available, after CITB funding has been utilised
- Solutions must offer value for money and be of high quality
- Application must be endorsed by other stakeholders (and submitted with the application)
- Only one funding agreement live at any time (per CITB levy registration)
- Levy returns and any applicable payments must be up to date