

## What is this funding for?

This funding can be used to pay the full cost of any training and/or qualifications that meets your needs as an employer and can also be used to pay for travel to and from the training as well as a replacement personal assistant (PA).

## Can I apply for funding?

You can apply for funding if you live in England, are over 18 years of age and employ a personal assistant using a personal budget or your own money.

The following groups **cannot** apply for this funding:

- people who only receive a personal health budget (PHB)
- people employing PAs on behalf of children who are under the age of 18
- care homes and agencies
- learning providers
- local authorities
- support organisations (including user-led).

### Submitting your application

Applications should be returned before 5pm on Monday 29 February 2016

Email	<a href="mailto:funding@skillsforcare.org.uk">funding@skillsforcare.org.uk</a>
Post	IE Funding, Skills for Care Ltd, West Gate, 6 Grace Street, Leeds LS1 2RP

## What happens next?

- you will get confirmation from Skills for Care that your application has been received
- your application will be reviewed and processed within four weeks, if it has been completed in full and you sent all information needed
- if your application is successful or unsuccessful Skills for Care will tell you
- if successful, you will be told when the money will be paid by Skills for Care directly into the bank account you told us about.

### Important note:

You should not book or pay for any training courses until you have heard from Skills for Care that your application has been successful.



Continue to apply for funding

## Grant funding application

### Employer details

The person who employs their own care and support staff (personal assistants)

<b>First and last name</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>Phone</b>			
<b>Email</b>			
<b>Age of employer</b>	<input type="checkbox"/> I confirm that I am 18 years or older		
<b>How do you pay for your PAs?</b>	<input type="checkbox"/> Direct Payment from local authority <input type="checkbox"/> Self-funded <input type="checkbox"/> Integrated personal budget		
<b>How many PAs do you employ?</b>		<b>Number of PAs attending training</b>	
<b>Who is the training for</b>	<input type="checkbox"/> Employer <input type="checkbox"/> Personal assistant(s) <input type="checkbox"/> Both		

### Completing the form on behalf of an employer

The person who is supporting the employer to complete the application

<b>First and last name</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>Phone</b>			
<b>Email</b>			
<b>What is your relationship with the person you are acting on behalf of?</b>  Tick all that apply	<input type="checkbox"/> An attorney under lasting or enduring power of attorney <input type="checkbox"/> A court appointed deputy <input type="checkbox"/> Advocate <input type="checkbox"/> Parent <input type="checkbox"/> Personal Assistant <input type="checkbox"/> Social worker <input type="checkbox"/> Local authority representative <input type="checkbox"/> Support organisation representative <input type="checkbox"/> Learning provider representative <input type="checkbox"/> Other (please specify):		

**Training course and cost details**

All sections must be completed in full and proof of all costs **must** be provided.

If this section is not completed in full and proof of all costs are not provided your application for funding may be delayed.

Applications are restricted to five training courses per individual per application. Training courses must be paid for and started by 31 March 2016.

**Training or course costs:** send a quote or invoice from learning provider, including VAT where applicable, for each training course

**Travel costs:** send a quote, invoice or receipt of all travel costs

**PA cover costs:** send a quote, invoice or copy of a payslip to confirm hourly PA pay rate. Funding is **only** available:

- when you need to pay someone to provide support while your PA is attending training during their **normal** working hours
- when you (the employer) needs additional support to attend training

Training course title	Name and address of learning provider	First and last names of person attending training	Course start and end dates	Completion evidence (e.g. certificate)	Training costs (inc. VAT)	Travel costs	PA cover costs	Total cost

Any questions? Call 0113 241 1275 or email [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

Training course title	Name and address of learning provider	First and last names of person attending training	Course start and end dates	Completion evidence (e.g. certificate)	Training costs (inc. VAT)	Travel costs	PA cover costs	Total cost
					<b>Total cost £</b>			

### **Conditions of the grant funding**

It is important that you read these conditions and ensure you understand them before completing the application form. You will need to sign to say you understand them before you can receive any money from Skills for Care.

### **The Workforce Development Fund**

The Workforce Development Fund (WDF) for individual employers is a funding stream from the Department of Health distributed by Skills for Care. It is a finite pot of money which supports the on-going learning and development of adults who employ their own care and support staff (individual employers) and their PAs in England.

### **How and when this money must be spent**

- The money must be spent on care related training/qualifications for you and/or your PAs as outlined in this application.
- The money can be used to pay for travel expenses to and from the training.
- The money can be used to pay for a replacement PA.
- The training/qualifications must be paid for and start before 31 March 2016.

### **You cannot:**

- Use the money to pay for items that you have not stated in your application.
- Use the money to pay for delegated health care tasks or health related training.
- Apply for money for training/qualifications that are provided free of charge.
- Use the money for party political purposes.
- Use the money for fundraising efforts.
- Give this money to anyone else, other than to pay for costs you have outlined in this application, without asking Skills for Care first.

### **What you must do:**

- Use the money in the way that you have stated.
- Provide proof to Skills for Care of all costs with your application. If you do not, your application may be delayed.
- Send completion evidence (e.g. certificates) for each training course within four weeks. If you do not, Skills for Care will ask you to return the money.
- Return any money you have not spent as outlined in this application to Skills for Care by 29 April 2016.
- Keep a record of all invoices, receipts and any other relevant documents for a minimum of six years after the training has been completed. Skills for Care's auditor may need to review them.
- Make sure that the money will not be used to commit fraud, if you think that this is a possibility, please contact Skills for Care immediately.

### Skills for Care will:

- Review all applications and award the funding at its discretion based on the information written in the application.
- Aim to process all applications that have been completed correctly and provided with proof of all costs (training, qualifications, travel and personal assistant cover) within four weeks. Where this is not possible we will contact you to explain why.
- Award the funding on a first come first served basis until all of the funding has been awarded.
- Pay the grant funding directly to your bank account via BACS when you have provided your bank details and signed the 'acceptance of grant award conditions'.
- Evaluate how the money has been used to find out if it has been effective and shown value for money.
- Add your details to a contacts database.

### Skills for Care will not:

- Pay for any other costs which were not included in your application.
- Adjust the funding to cover any price changes.

### Data Protection

- Skills for Care respects your right to privacy and any personal information you give us will only be used as set out here. Information you supply using any electronic form will only be used for the purpose stated on the form. Information you provide in emails will only be used for the purpose (which we reasonably believe) for which it was given.
- Beyond which is set out above, we will keep your personal data safe and secure and will not pass on your personal details to third parties without first receiving your permission, unless we are instructed to so do by a competent legal authority.

### Declaration

- I confirm I have read and understood the 'conditions of the grant funding' and I accept the conditions.
- I declare that the information provided in this application is correct and complete.
- I understand Skills for Care's obligations under the Data Protection Act.

by ticking this box you are agreeing to everything that has been written in the 'conditions of the grant funding' and that you wish to apply for funding (or are authorised by the employer to apply for funding on their behalf).

<b>Print Name</b>		<b>Date</b>	
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### Documents you must send with your application

It will take longer to process your application if you do not send these documents

- Proof of employer status (you must provide copies of at least one of the following):
  - current certificate of Employer's Liability Insurance
  - a document showing your HMRC tax employer reference number (PAYE) as recorded by HMRC that includes your name and address.
- If this application has been completed by someone else, on behalf of the employer, copies of one of the following documents must also be sent with the application:
  - proof of lasting or enduring power of attorney
  - proof of court appointed deputy
  - proof of the ability to act on behalf of the employer (see guidance)
- Quote or invoice from learning provider, including VAT where applicable.
- Quote, invoice or receipt of all travel costs.
- Quote, invoice or copy of payslip to confirm hourly PA pay rate.

### Where did you hear about this funding?

- |  |  |
|--|--|
| <input type="checkbox"/> Skills for Care publication           | <input type="checkbox"/> Friend or family member |
| <input type="checkbox"/> Skills for Care website               | <input type="checkbox"/> My personal assistant   |
| <input type="checkbox"/> Skills for Care e-news                |  |
| <input type="checkbox"/> Skills for Care staff member (name)   |  |
| <input type="checkbox"/> Skills for Care event (name and date) |  |
| <input type="checkbox"/> Local authority (please specify)      |  |
| <input type="checkbox"/> Support organisation (please specify) |  |
| <input type="checkbox"/> Learning provider (please specify)    |  |
| <input type="checkbox"/> PA register (please specify)          |  |
| <input type="checkbox"/> Other (please specify)                |  |

- tick this box if you **do not** want to receive a copy of Skills for Care's ['employing personal assistants toolkit'](#).

<b>Bank account details</b>	
Skills for Care will pay money directly into a nominated bank account using BACS.	
<b>Bank sort code</b>	
<b>Bank account number</b>	
<b>Name of account holder</b>	
<b>Name of bank</b>	
<b>Bank address</b>	
<b>Bank postcode</b>	
<b>Type of account</b> You must tick one of the boxes.	<input type="checkbox"/> Employer's personal account <input type="checkbox"/> Direct payment account <input type="checkbox"/> Managed account <input type="checkbox"/> Other (please specify):

<b>Payment receipt</b>	
Skills for Care will send you a receipt by email to confirm that payment has been made. Tell us where you want this receipt to be sent.	
<b>Receipt email address</b>	

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Skills for Care's use only

Applicant number:	
Applicant name:	
FRED supplier code:	
Date application received:	