

Individual employer funding

2015-16



What is this funding for?

This funding can be used by personal health budget (PHB) holders to pay the full cost of any training and/or qualifications that meet their 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).

Please note: this funding cannot be used to fund training and assessment of competence in the delegated health care tasks included in an individual's care plan. These costs must be met by the NHS organisation issuing the budget; either through direct provision or as part of the PHB.

Can I apply for funding?

You can apply for funding if you live in England and employ a personal assistant using a personal health budget (PHB) or integrated health and social care budget.

The following groups cannot apply for this funding:

- care homes and agencies
- learning providers
- NHS organisations
- local authorities
- support organisations (including user-led).

Submitting your application

Applications are processed on a first come, first served basis. Employers are encouraged to submit early applications. The latest date for applications is 29 February 2016.

Email funding@skillsforcare.org.uk

Post IE Funding (PHB pilot), 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.

Grant funding application

Employer details

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

First and last name			
Address			
		Postcode	
Phone			
Email			
Age of employer			
How do you pay for your PAs?			
What is the name of the NHS organisation providing your PHB?			
How many PAs do you employ?		Number of PAs attending training	
Who is the training for			

Completing the form on behalf of an employer

The person who is supporting the employer to complete the application

First and last name	
Address	
	Postcode
Phone	
Email	
What is your relationship with the person you are acting on behalf of? Tick all that apply	<ul style="list-style-type: none">An attorney under lasting or enduring power of attorneyA court appointed deputyAdvocateParent or relativePersonal AssistantSocial workerNHS representativeNominee for direct paymentLocal authority representativeSupport organisation representativeLearning provider representativeOther (please specify): <hr style="border-top: 1px dotted #000;"/>

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

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
This is the total cost of all the training (inc. VAT), PA cover and travel costs					Total cost £			
<p>By ticking this box I confirm that I am not applying to fund training for any delegated health care tasks included in the care plan have agreed with my local NHS organisation. I understand that training provision (or the funding for training) for these essential tasks must be met by my local NHS organisation.</p>								

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 and NHS England 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/employment 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 training related to any delegated health care tasks in your care plan.
- 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

<ul style="list-style-type: none">■ 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).			
Print name		Date	

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?

Skills for Care publication

Friend or family member

Skills for Care website

My personal assistant

Skills for Care e-news

Skills for Care staff member (name)

Skills for Care event (name and date)

NHS organisation (please specify)

Support organisation (please specify)

Learning provider (please specify)

PA register (please specify)

Other (please specify)

tick this box if you do not want to receive a copy of Skills for Care's 'employing personal assistants toolkit'.

Bank details

Skills for Care will pay money directly into a nominated bank account using BACS.

Bank sort code	
Bank account number	
Name of account holder	
Name of bank	
Bank address	
Bank postcode	
Bank email	
Type of account 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):

Payment receipt

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.

Receipt email address	
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Skills for Care's use only

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