

## Individual employer funding application form 2019/20

Fill in this application form to ask for money to pay for training.

### Before you do, make sure you:

- read the guidance on how to fill it in, you can download it from [www.skillsforcare.org.uk/individualemployerfunding](http://www.skillsforcare.org.uk/individualemployerfunding)
- live in England
- are an adult and have a social care or health (PHB) direct payment, or use your own money to employ a personal assistant (PA) to support you
- are a parent of a child who is under 18 and receives their personal health budget (PHB) as a direct payment and you employ a PA to support them.

### Where did you hear about this funding?

- Skills for Care website
- Skills for Care publication
- Skills for Care newsletter or email
- Skills for Care event
- Skills for Care employee
- My local council (local authority)
- My CCG or health organisation
- Learning provider
- User led or support organisation
- My PA
- Social media e.g. Facebook or Twitter
- Other:

## Part 1: employer details

Details of the person who needs care and support.

If the person who needs care and support is 18 or over, you should use their details to fill in part 1.

If the person who needs care and support is under 18, you should use the details of the adult acting on their behalf to fill in part 1 (for PHB holders only).

You'll need to send one of the following documents with your application:

- a current certificate of employer's liability insurance, or
- a document showing your HMRC tax employer reference as recorded by HMRC that includes the employer's name and address.

<b>First and last name</b>	<input type="text"/>
<b>Address and postcode</b>	<input type="text"/>
<b>Phone number</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>How do you fund your PAs?</b> Tick all that apply to you	<input type="checkbox"/> I get a social care direct payment <input type="checkbox"/> I get a PHB direct payment <input type="checkbox"/> I use my own money (self-funder)
<b>Name of the organisation that gives you your direct payment</b>	<input type="text"/>
<b>How many PAs do you employ?</b>	<input type="text"/>

## Part 2: employer not able to complete the form?

If the employer is unable to complete the application form, they may have someone complete it and ask for the money for them – they are called a nominated person.

The nominated person should complete this part of the form and provide one of the documents stated below that says you're officially able to act on their behalf.

If you only provided practical support to an adult to fill in this funding application, you don't need to complete part 2, nor provide any further documents, and can move onto part 3.

<b>Tick to say which document are you sending</b>	
<input type="checkbox"/> Copy of a document showing lasting power of attorney status	
<input type="checkbox"/> Copy of a document showing court appointed deputy status	
<input type="checkbox"/> Letter or document from a local authority or health organisation	
<input type="checkbox"/> Letter or document from Jobcentre Plus or Department for Work	
<input type="checkbox"/> Letter or document from The Pensions Regulator	
<b>First and last name</b>	<input type="text"/>
<b>Address and postcode</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>

### Part 3: details of training

You can ask for money to pay for a maximum of five training courses per person named on this application form, and you'll need to send the following documents with your application:

- quote or invoice (including VAT) from the person or organisation providing the training, that includes the details of the content of the course
- quote, invoice or receipt of (or expected) travel costs
- quote, invoice, receipt or copy of payslip to confirm costs for a replacement PA.

Training course	Name and address of provider	Who is doing the training (first and last name)?	Course start and end dates	Training course costs (incl. VAT) (£)	Travel costs (£)	Replacement PA costs (£)	Total cost per course (£)

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	<b>Total number of people attending training</b>		<b>Total amount of money requested (£)</b>				

## Part 4: bank details

You need to tell us the details of the bank account that you want the money to be paid into.

If the money is being paid into an account that is not in the name of the employer, you must tell us why, using the space provided under 'Other'.

We cannot pay the money direct to training providers.

<b>Sort code</b>	<input type="text"/>
<b>Account number</b>	<input type="text"/>
<b>Name of account holder</b>	<input type="text"/>
<b>Name of bank</b>	<input type="text"/>
<b>Whose bank account is it?</b> Tick one of the following options	<input type="checkbox"/> Employer's personal account <input type="checkbox"/> Direct payment account <input type="checkbox"/> Account managed on behalf of the employer <input type="checkbox"/> Other (please specify) <input type="text"/>
<b>Email to send receipt</b>	<input type="text"/>

Skills for Care's use only

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Applicant number

Applicant name

Supplier code

Date application received

## Part 5: conditions of the grant

By signing and submitting this application form, you are declaring that you agree to the conditions of the grant and you want to apply for this funding. Below is a summary of the relevant conditions.

Full conditions for all grants awarded by Skills for Care can be found [here](#). If we change or update the terms and conditions, we will let you know and check that you still agree to them.

### How and when this money must be spent

- The money must be spent on relevant training or qualifications as outlined in this application.
- The money can be used to pay for travel to and from the training.
- The money can be used to pay for a replacement PA, whilst your usual PA is attending training.
- The training must be paid for and started before 31 March 2020.

### You cannot:

- use the money to pay for things not included in your application
- use the money to pay for training for delegated health care tasks in your care plan, for self-employed PAs or PAs not employed by you
- ask for money to pay your PA to attend training
- ask for more money until any previously funded training has finished
- apply for money to pay for free training or qualifications
- give this money to anyone else, other than to pay for costs you have told us about in this application, without asking Skills for Care first.

### You must:

- provide proof to Skills for Care of all costs with your application
- make sure the training provider is providing value for money and there are no conflicts of interest (e.g. where a trainer may be a family member)

- send completion certificates for each training course no later than four weeks after the training has ended. If you don't, 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 as soon as possible and no later than 30 April 2020
- 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
- respond to any information requests made by Skills for Care, DHSC or NHS England about this money.

### **Skills for Care will:**

- add your details to a database so that we can process your application. Our [privacy policy](#) says how we protect your personal information
- aim to process all applications that have been completed correctly and provided with proof of all costs within four weeks - where this is not possible we will contact you to explain why
- award the money on a first come first served basis until all of the available money has been awarded
- award the funding at their discretion under an agreement between Skills for Care, the DHSC and NHS England
- pay the money directly to your bank account via BACS when you have provided your bank details and signed that you accept the conditions of the grant
- contact you to discuss the progress of the training outlined in your application form
- share your contact details with evaluators who are under contract with Skills for Care, ask you to provide a quote, fill in a survey or case study template to evaluate how the money has been used.



### Skills for Care will not:

- pay for any other costs which were not included in your application.
- adjust the amount of money to cover any price changes
- pay any money directly to a training provider or anyone else other than the person who needs care and support (or their appointed representative)
- discuss the content of this application with anyone else without your written permission
- accept applications completed or submitted by training providers.
- award any money to pay for training for self-employed PAs or PAs not employed by you
- be responsible for the activities of any person, organisation or company you hire, or be responsible for any costs if you dismiss them.

<b>Signature</b>	<input type="text"/>
<b>Print name</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

- Tick this box if you want a free copy of the [employing personal assistants toolkit](#), which guides you through the process of recruiting, managing and training PAs.
- Tick this box if you want to receive our quarterly 'Newsletter for individual employers', to keep up to date with new resources, events and funding opportunities for individual employers and PAs.

## **Part 6: sending us your application form and documents**

You can send us your application form and documents any time up to **17.00** on **28 February 2020**, by email to [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

Or by post to:

IE Funding  
Skills for Care Ltd  
West Gate  
6 Grace Street  
LEEDS LS1 2RP

### **What happens next?**

We'll let you know that we've got your application.

We'll have a look at your application and get in touch if we need any more information.

We aim to process your application in four weeks.

If your application is successful, we'll let you know and transfer the money into the bank account that you have told us about on this form. We'll send you an email to confirm when the money has been paid.

If your application is not successful, we'll email you and explain why.

While you're waiting, why not have a look at what else Skills for Care has to offer individual employers and PAs?

Visit: [www.skillsforcare.org.uk/individualemployers](http://www.skillsforcare.org.uk/individualemployers)