

Applying for individual employer funding

Helping you to fill in the form and send us the right documents

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Questions?

If you have any questions about completing the application form or you want to check anything before you send it, you can get in touch with us:

email funding@skillsforcare.org.uk or call 0113 241 1275.

Things you need to know before asking for funding

- Individual employer funding is for people who live in **England** and pay someone, using a personal budget from social care or health or their own money (this is sometimes called being a 'self-funder'), to support them to live their life according to their wishes and interests (these people are called personal assistants or PAs).
- Parents who employ PAs on behalf of their children who are under the age of 18 are not able to apply for this funding, unless they're using a personal health budget (PHB).
- The money can be used to pay for a training course, expenses to get to and from the training and for a replacement PA when your usual PA is attending training.
- The money can be used for different kinds of training like moving and assisting, first aid, communication, dementia awareness, diabetes awareness, risk assessments, skills for employers, and qualifications like a diploma in health and social care.
- It usually takes about four weeks for us to look at and process your application and money is paid directly into your bank.
- We recommend that you do not book or pay for any training until we've told you if your application has been successful and you can have the money.
- This funding cannot be used to pay for training for self-employed PAs or PAs not employed by you (this includes PAs employed by an organisation).
- All training needs to be started and paid for by 31 March 2020.
- You will need to send certain documents with your application form and send us completion evidence once the training has been completed.
- We will add your details to our application database so we can contact you about your application and pay you the money.
- We will evaluate the benefit of having this funding and you may be asked to fill in a survey or talk to a researcher.

Documents to send with your application

You'll need to send copies of documents with your application form.

If you do not send them it will take longer to process your application. We'll get in touch with you and ask for any documents that you should have sent.

We will not process your application until we have all of the documents that we need.

Proof that you employ a personal assistant, either:

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

Proof of the costs of the training, you must provide all that are relevant:

- 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 travel (or expected) travel costs
- quote, invoice, receipt or copy of payslip to confirm costs for a replacement PA.

If the employer is not able to complete the application form and you are applying for funding on their behalf, we will need to see one of the following:

- copy of a document showing lasting power of attorney status
- copy of a document showing court appointed deputy status
- letter or document from a local authority or health organisation
- letter or document from Jobcentre Plus or Department for Work
- letter or document from The Pensions Regulator.

Application form: general guidance

Have a look at the application form.

You can ask someone to help you fill it in, if you need to.

When you're filling in the application using a computer, you might need to think about the following:

Paragraph return

You should press 'shift' or 'ctrl' at the same time as the 'return' button to do a paragraph return.

Copy and pasting text

If the copy and paste isn't working when you right click using a mouse, try using the controls on the keyboard. Select the text that you want to copy, press 'ctrl' and 'c' to copy text, and 'ctrl' and 'v' to paste the text.

Spell check

The spell check function does not always work in these forms.

Where did you hear about this funding?

You must **tick one** of the boxes to tell us how you found out about the funding. If you ticked 'Other' you must tell us how by writing in the box.

Part 1: employer details

All parts of this section must be completed with the details of the **person who needs care and support** and who pays a PA to help them to live in a way that they choose.

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).

First and last name	This should be the name of the person who needs care and support, or the details of the adult acting on behalf of a child (under 18) who has a PHB.
Address and postcode	The place where the person who needs care and support lives.
Phone	The telephone number of the person who needs care and support (or their nominated person).
Email	Email address for the person who needs care and support (or their nominated person).
How do you fund your PAs	<p>Tick the box that tells us how you pay for your PAs.</p> <ul style="list-style-type: none"> ▪ If you get a direct payment from your local council or adult social services department, tick the box 'I get a social care direct payment'. ▪ If you've been assessed as having continuing health needs and you get a personal health budget (PHB) from the NHS or your local clinical commissioning group (CCG), you should tick the box 'I get a PHB direct payment'. ▪ If you get both a direct payment and a PHB you should tick both 'I get a social care direct payment' and 'I get a PHB direct payment'. ▪ If you pay for your PAs using your own money (rather than getting a direct payment), you should tick 'I use my own money (self-funder)'.
Name of the organisation that gives you your direct payment	<p>This should be the name of your local council (or local authority) or your local health organisation/CCG.</p> <p>If you ticked 'I use my own money (self-funder)' because you do not get a direct payment, you should leave this box blank.</p>

<p>How many PAs do you employ?</p>	<p>This should be the number PAs you employ at the time of sending us the application form.</p> <p>Do not include any self-employed PAs you have or any PAs that are not employed by you (including those employed by an organisation).</p>
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You will need to send **one** of these necessary documents to prove that you are an employer:

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

Part 2: employer not able to complete application form?

If the employer (**the person who needs care and support**) is an adult and unable to complete the application form, they may have someone complete it and ask for the money for them.

If the employer only needs **practical support** or advice to complete the application form and is aware they are asking for money, then this section does not need to be completed.

If the employer (**the person who needs care and support**) has someone that has been **appointed to act on their behalf**, then that nominated person should complete this section of the form. They should also provide one of the following necessary documents so we know that they are authorised to act for the employer (the person who needs care and support):

- copy of a document showing lasting power of attorney status
- copy of a document showing court appointed deputy status
- letter or document from a local authority or health organisation
- letter or document from Jobcentre Plus or Department for Work
- letter or document from The Pensions Regulator.

The document should contain the name of the employer (**person who needs care and support**) and the person acting on their behalf.

You should tick to say which document you are sending with the application.

Skills for Care is only able to talk about the details of an application for funding with the employer (**the person who needs care and support**) or their nominated person detailed in this section.

Part 3: details of training

This section must be completed in full and proof of all costs (including VAT) must be provided.

The application form gives an example of how to fill in each of the boxes in this section. Over the next few pages, you'll find more detailed guidance about what sort of information should be included in each box and how to work out the costs and the amount of money you want to ask for.

Who can I claim funding for?

If you have more than one PA you can ask for money to pay for training for each of them and pay for more than one type of training.

You cannot ask for money to pay for training for self-employed PAs or PAs not employed by you (this includes PAs employed by an organisation).

You can also ask for money to pay for training that you, as an employer, may need.

You can apply for money to pay for a maximum of five training courses per person, per application.

Example:

2 x PAs attending 5 courses each = 10 courses

1 x employer attending 5 courses = 5 courses

Total of 15 courses

Asking for more money to pay for training

Once this training has been completed (and you have sent us copies of the completion certificates) you can apply for more money to pay for more training at a later date, as long as money is available.

You cannot ask for more money to pay for more training until the training that has already been funded has finished and you have sent us copies of the completion certificates.

You should fill in the details for each training course in the table in part 3.

<p>Training course</p>	<p>This box should contain the name of the training course or qualification.</p> <p>Example:</p> <ul style="list-style-type: none"> ▪ <i>First Aid</i> ▪ <i>moving and assisting</i> ▪ <i>how to be a good employer or employing PAs</i> ▪ <i>accredited qualification in health and social care (such as Level 2, 3 or 5 Diplomas in Health and Social Care)</i> ▪ <i>condition specific awareness (e.g. dementia, autism)</i> ▪ <i>tailor made or bespoke training that learning providers have set up to meet your needs.</i> <p>Delegated health care tasks</p> <p>Applications for money to pay for training for any delegated health care tasks included in a care plan will not be accepted. Training (or the money for training) for these essential tasks must be met by your local NHS organisation.</p> <p>Training course details</p> <p>You must send details of the content (what will be learned) of the training courses as well (see Training Costs (incl. VAT)).</p>
<p>Name and address of provider</p>	<p>You must give the name and address of the organisation or person who will be providing the training. It could be a local authority, NHS organisation, private training provider, local college, direct payments or support organisation, for example.</p> <p>You will need to find an organisation or person that will do the training you need or want.</p> <p>Need help finding an organisation or person to deliver training?</p> <p>Your local NHS or social care direct payments adviser or support organisation may be able to help you with this. Or you could try searching on Skills for Care’s list of endorsed learning providers at www.skillsforcare.org.uk/findaprovider.</p> <p>Skills for Care cannot search for and arrange training for you.</p>
<p>Who is doing the training (first and last name)?</p>	<p>You must give the first and last names of the people going on the training.</p>

	<p>This should be either you, as the employer, or the names of the PAs you employ.</p> <p>This should not include self-employed PAs or PAs not employed by you (this includes PAs employed by an organisation).</p>
<p>Course start and end dates</p>	<p>You must say when the training course is going to start and finish, so we know when you will send a copy of a completion certificate.</p> <p>Example:</p> <ul style="list-style-type: none"> ▪ a course lasting three days starting on 17 May would be written as 17-19 May ▪ a diploma course lasting 10 months starting in September would be written as September 2019 –July 2020. <p>All training courses must be paid for and started before 31 March 2020.</p> <p>Course end dates can be after 31 March 2020. This means that this money can be used to pay for accredited qualifications that take longer to complete, for example a Level 2 Diploma in Health and Social Care.</p>
<p>Training costs (incl. VAT)</p>	<p>You must put the total cost of the training course, including any VAT.</p> <p>Costs should explain how much money is needed for each training course.</p> <p>Example: <i>2 x PAs doing a First Aid course costing £600 per PA is 2 x £600 = £1,200 including VAT.</i></p> <p>You must send with your application a quote or invoice from the person or organisation that's going to be providing the training that explains all of the details of the course, including:</p> <ul style="list-style-type: none"> ▪ the subjects covered and what will be learned ▪ where and when it will be held ▪ how much it will cost in total.
<p>Travel costs</p>	<p>You can ask for money to pay for the cost of travelling to and from the training. You must send a quote, invoice or receipts to show how much the travel will cost.</p>

All travel should be booked as far in advance as possible to get the best value, and train tickets must be standard class.

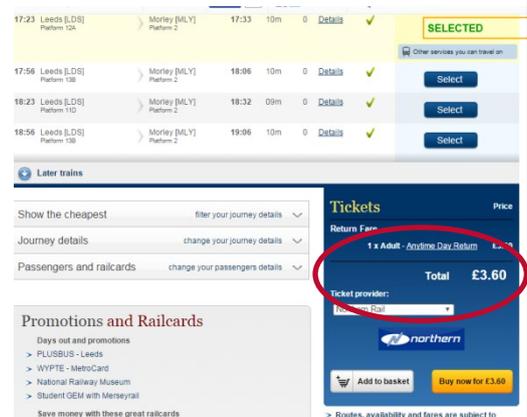
Taxi

Ask your local taxi company to send you a quote telling you how much the journey will cost.

Example: *Kirkstall to Leeds College would cost £5 each way. For a 3 day course, this would cost £30 (3 days x 2 journeys each day of £5 each).*

Train or bus travel

You can send an example of how much the journey may cost, like a photo or screen shot from a travel website, like the one pictured here, showing the details and cost of the journey.



Example:

Travelling by train, it would cost £3.60 return per day for 3 days giving a total cost of £10.80 per PA for 2 PAs this would cost £21.60.

Mileage

For mileage you must tell us the start and end point of the journey (you can use place names or postcodes), the number of miles you'll be travelling and how many times you'll need to make that journey. You can send this in an email or on a separate piece of paper or document with your application.

Example:

*Kirkstall to Leeds College = 12 miles
Training is lasting three days, 2 journeys each day = 6 journeys (3 x 2)
Total miles is 72 miles (12 x 6) at a rate of 45p per mile = £32.40*

Replacement PA costs

You must put the total cost for a replacement PA, if you need one.

Ideally, all training should take place during your PAs **normal working hours** and you can ask for money to pay for the cost of a **replacement or additional PA**, but there are certain rules about when you can ask for this money. You can only ask for this money:

- when you need to pay someone to support you while your usual PA is away attending training during their **normal** working hours, or
- when you (the employer) needs **additional** support to attend training that you wouldn't normally need during that time.

You **cannot** ask for money to:

- pay your PAs to attend training
- pay for a PA when they would not normally be working for you.

If you need money to pay for a replacement PA for longer courses (e.g. level 3 diploma) you can only ask for money when your PA is attending this training during their **normal working hours**. You may be asked for more information about this before any money is confirmed.

Using a replacement PA from an agency or other provider

If you're getting a replacement or temporary PA from an agency or other provider, you must ask them for a quote or an invoice telling you how much it will cost and send it with your application.



Using a replacement PA from your own team

If the replacement PA is from your own team of PAs and they would be working additional hours to cover the PA who is attending training, you must send a copy of a payslip to confirm the hourly rate of pay and say how many extra hours they'll need to work.

Example:

Two PAs attending a first aid course for 3 days from 10am-4pm.

- *One PA would normally be working for you for 4 hours during the time the training is taking place and you'll need to get another PA to cover their hours.*
- *Your other PA would not normally be working on those days and has agreed to attend the training in their own time.*
- *PA providing the cover gets paid a rate of £9.50 per hour. Total cost is £9.50 x 4 hours x 3 days = £114.00.*

Total cost per course

You must put the total cost (the money you need to ask for) of the training course including:

- cost of training
- travel costs
- replacement PA costs

Example:

	<p>£1,200 Training course – 3 day first aid course, + £32.40 travel costs, + £114.00 PA cover costs, = £1,346.40 total amount needed for two PAs to attend a 3 day first aid course.</p>
<p>Total number of people attending training</p>	<p>You must say how many people will be attending training.</p> <p>Example: <i>2 PAs attending 3 day first aid course</i> <i>2 PAs attending an assisting and moving course (same PAs)</i> <i>1 employer attending being a good employer training</i> = 3 people.</p>
<p>Total funding requested £</p>	<p>You must add up all of the total costs for each of the training courses and put a total cost on your application.</p> <p>This will be the total amount of money you need to pay for all the training courses, all the travel costs and all the PA cover costs.</p> <p>It is the total amount of money you would like from Skills for Care.</p>

Part 4: bank details

This section must be completed in full.

If your application is successful, we will pay the money directly into your bank account using BACS (bank transfer).

You need to tell us where you would like us to send the money.

Sort code	The sort code should be in the format of three sets of two numbers separated by a dash, e.g. 12-34-56.
Account number	The number of your bank account; it's likely to be 8 digits long.
Name of account holder	The name of the person who has the bank account.
Name of bank	This is the name of the bank where the bank account is held, e.g. Barclays, Halifax, Lloyds etc.
Who's bank account is it?	You must tick to say who's account it is. <ul style="list-style-type: none">▪ If it's the employer's account, tick 'Employer's personal account'.▪ If the account is used for managing a direct payment, tick 'Direct payment account'▪ If the account is one that's managed on behalf of the employer, for example by a family member, tick 'Account managed on behalf of the employer'.▪ If the money is being paid into an account that is not in the name of the employer, tick 'Other' and give us more information about what type of account it is using the box.
Email to send receipt	We will send a receipt by email to confirm that payment has been made. You'll need to give us an email address for the receipt.

Part 5: conditions of the grant

It is important that you read these conditions and make sure you understand them.

By signing and sending us the form, you are declaring that you agree to the conditions of the grant and you want to apply for this funding (or are authorised by the employer to apply for money on their behalf).

This section of the form tells you:

- how and when this money must be spent
- what you cannot use the money for
- what you must do
- what Skills for Care will do
- what Skills for Care will not do.

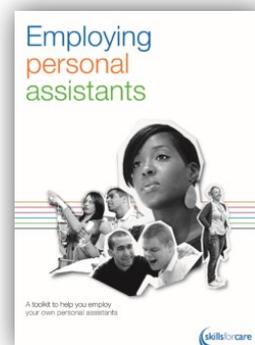
The application should be signed and dated by the employer (the person who needs care and support) or their nominated person.

Full conditions for all grants awarded by Skills for Care can be found on the Skills for Care website [here](#).

Employing personal assistants toolkit

If you would like us to send you a free copy of the [employing personal assistants toolkit](#), tick the box in this section.

The toolkit has practical guidance, tips and templates to help individual employers recruit, develop and manage their PAs, as well as advice about being a good employer.



Sign up to newsletter

Skills for Care has lots of resources for individual employers and personal assistants, including a quarterly newsletter specially for you. Tick the box in this section if you would like us to sign you up automatically.

If you want to do this yourself, go to www.skillsforcare.org.uk/register and make sure you tick the box to get the 'newsletter for individual employers and those that support them'.

Part 6: sending us your application form and documents

Before sending us your application form, make sure:

- you have filled in all the boxes you need to
- you've included details of all the costs
- you are sending all the right necessary documents.

If you do not, this will mean we cannot process your application.

Applications can be sent at any time up to **17.00** on **28 February 2020**.

You can send your application by email to funding@skillsforcare.org.uk

Or by post to:

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