Application Form

Carefully read the whole application form and pay attention to the prompts provided in each question before submitting**.** Ourguidance notes can be found [here](https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/leadership-and-management-development-fund-for-large-businesses/#beforeapply), and provide a step by step guide to completing the application form.

Once all sections have been completed, sign and email your application and any additional information or attachments to [L&MFund@citb.co.uk](mailto:L&MFund@citb.co.uk).

* Section 1: Before you Apply

Please ensure to do **all** of the following before submitting your application:

* **Read the fund** [**Guidance notes, Terms of Bidding and Terms of Funding**](https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/leadership-and-management-development-fund-for-large-businesses/#beforeapply)
* **Check all participating businesses have 250+ direct employees**
* **Check most recent Levy return(s) have been submitted and all levy payments are up to date**
* Section 2: Company Details

Please tell us about you and your business. As the applicant you must be directly employed by the named business.

All application related communication must be between the business and CITB.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Lead CITB Registration Number |  | | |
| Other CITB Registration Numbers | *List all other associated CITB registration numbers that will participate in this training.* | | |
| Your Name |  | | |
| Your Email Address |  | | |
| Your Contact Number |  | | |
| Company Address |  | | |
| Postcode |  | | |
| Nation | *e.g. England, Scotland, Wales, or all of GB* | | |
| Number of Employees (PAYE) |  | | |
| Company Specialism | *e.g. Roofing, Civil Engineering* | | |
| Bank Account number |  | Sort Code |  |
| Account Name |  | | |

* Section 3: Programme Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Please give an overview of the Leadership & Management programme you plan to develop and/or deliver.  Remember to include information about the modules, topics, and learning objectives for all activities listed in section 4.  Include links or attach supporting information to your submission email | | | |
|  | | | |
| Programme Start Date | Click to enter a date. | *Retrospective training cannot be funded.* |
| Programme End Date | Click to enter a date. | *Project must be complete by March 2026.* |
|  | | |

Which of the below topics will be included within your training programme? (Please ‘x’ against all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Managing people |  | Commercial awareness |
|  | Developing individuals & teams |  | Communicating with impact |
|  | Organisational culture & behaviours |  | Facilitate change and innovation |
|  | Decision making & problem solving |  | \*Other (please describe below) |

\*Other (please describe):

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| How many individuals in total will participate in this training programme? | |  |
| Please list all job titles that will benefit from this training programme, and the management level. | |  |
| Will this funding be used to support new activity, existing activity or a mix of both? | | Please select from drop down. |
| In what way will CITB funding ensure the L&M training you deliver has a greater impact? (Please ‘x’ against all that apply) | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Able to deliver existing programme again more quickly |  | Able to develop new content | |  | Able to expand programme to include more delegates |  | Able to improve existing content | |  | Able to try different types of training |  | None (activity would happen without CITB funding) | | | |
|  |  | |
| What do you feel is your biggest challenge when addressing Leadership & Management skills, and why is this training is important to your business? | | |
|  | | |

* Section 4: Activities and Costs

For further examples of how to complete this section, see our [guidance notes.](https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/leadership-and-management-development-fund-for-large-businesses/#beforeapply)

Please complete the table below, with only the training or activity that you would like CITB funding to contribute towards.

Please do not include:

* any elements of the programme that you will fully fund
* VAT in any costs
* any Grant eligible training

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity description | Training provider | Delivery date | Delivery method | No. of delegates | Breakdown of total cost | CITB funding request |
| Name of activity, development or delivery, duration, number of cohorts. (Details of modules/topics to be included in Section 3: Programme Overview) | Who will be delivering the training | Provide indicative dates | How will this training be delivered | Total number of people that will participate | Show how each item has been calculated (daily/hourly rate, per person cost, etc) | Funding amount requested from CITB |
| *(Example:) Delivery of Front-line management training (4 days)*  *2 x cohorts of 10 delegates* | *Joe Bloggs Training* | *Cohort 1 = Jun 2024*  *Cohort 2 = Oct 2024* | *Face to face* | *20* | *Each cohort = £5,000*  *(£1,250 per day x 4 days x 2 cohorts)* | *£10,000* |
|  |  |  | Choose an item. |  |  |  |
|  |  |  | Choose an item. |  |  |  |
|  |  |  | Choose an item. |  |  |  |
|  |  |  | Choose an item. |  |  |  |
|  |  |  | Choose an item. |  |  |  |
|  |  |  | Choose an item. |  |  |  |
|  | |  |  |  | Total | £ |

|  |  |
| --- | --- |
| Do all the costs detailed in the above activity table represent **value for money** and align with the guide prices/market rates? | Please select from drop down. |

|  |
| --- |
| If no, please add further explanation as to why costs are higher than expected. |
|  |

Please advise (by selecting from the statements below) how you can be confident about the **quality** of each of the activities detailed in the table? (Please ‘x’ against all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Recognised qualification |  | Qualified internal training provider |
|  | Qualified external training provider |  | \*Other (please describe below) |

\*Other (please describe):

|  |
| --- |
|  |

* Section 5: Impact and Evaluation

Select from the list below which business performance area you expect this training programme to impact (your application will not be considered without this information). See our [guidance notes](https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/leadership-and-management-development-fund-for-large-businesses/#beforeapply) for further information on this section.

Please populate a minimum of one in the below grid:

|  |  |  |  |
| --- | --- | --- | --- |
| Business performance area | Current performance score | Date current score recorded | Target for future score |
| *(Example:) Customer Satisfaction* | *77%* | *01/01/2024* | *85%* |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | \*Other (please describe below): | |  | | How will you measure the success of this training programme? | |  | |

* Section 6: Declaration

Place an ‘x’ in the box to indicate your agreement to the following statements:

|  |  |
| --- | --- |
|  | You understand and accept that any false or misleading information provided in this application will invalidate the application, and may result in funding being revoked, withheld or recovered |
|  | You will keep all evidence of project/programme completion and expenditure and agree to submit this evidence to CITB |
|  | You have submitted your most recent levy return, and all previous years levy payments and returns are up to date |
|  | You are not in breach or default of any other agreement with or obligations to CITB |
|  | You will cooperate with all CITB monitoring and evaluation purposes, including independent evaluation of the Leadership & Management Fund |
|  | You confirm you are happy for CITB to use your company name and project details for promotional purposes |
|  | You confirm you have read and understood the terms of funding, terms of bidding and all associated guidance, and agree to deliver the project in accordance with your funding application as approved by CITB |
|  | You confirm that all information contained within this application is accurate and complete to the best of your knowledge and that you have the authority to complete and sign this application for funding on behalf of the company for which you are applying. |

**Signature**

Please sign to confirm the accuracy of the application contents.  This must be signed by the lead applicant.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |
| *Click here to sign.* | *Click to enter today’s date.* |