citb
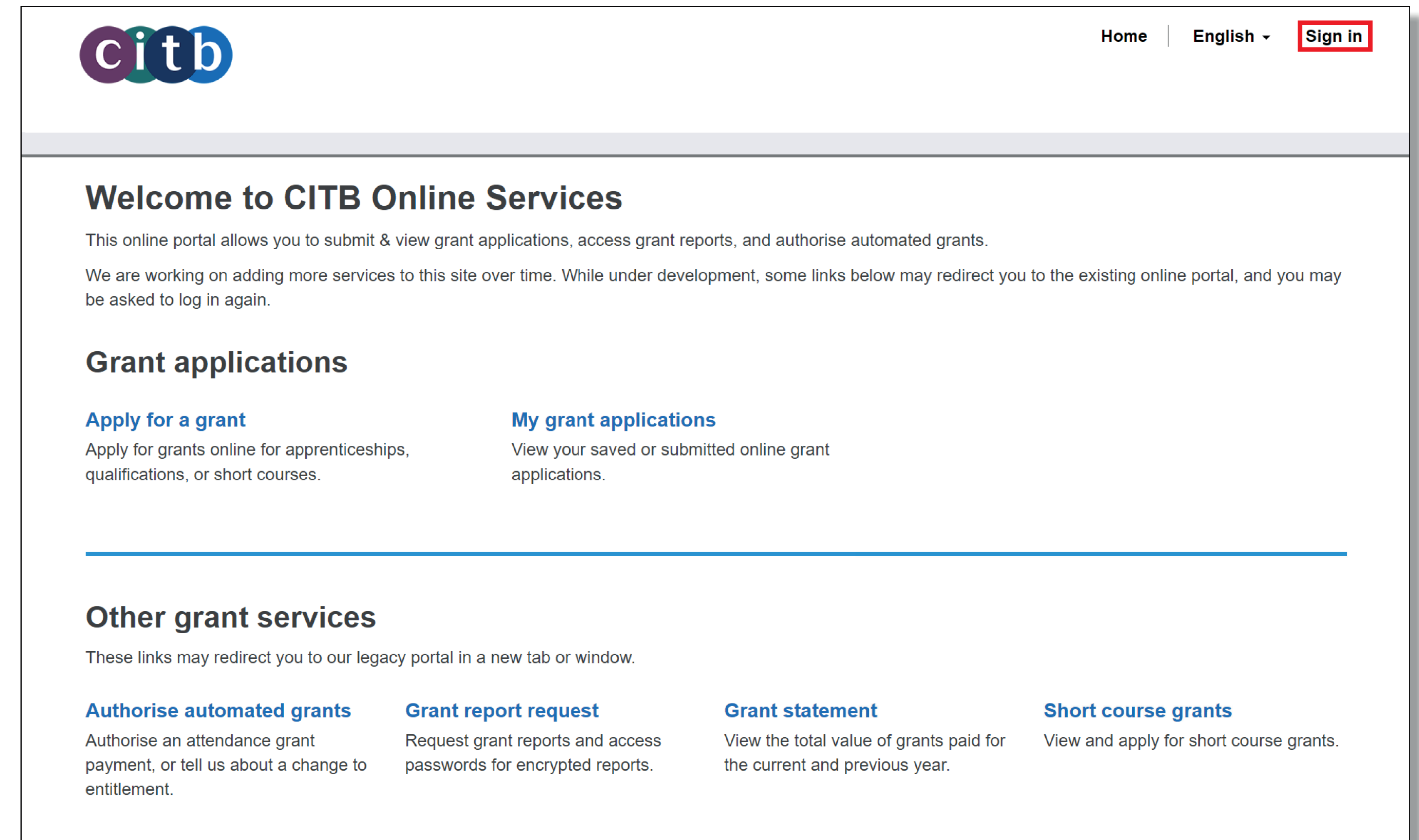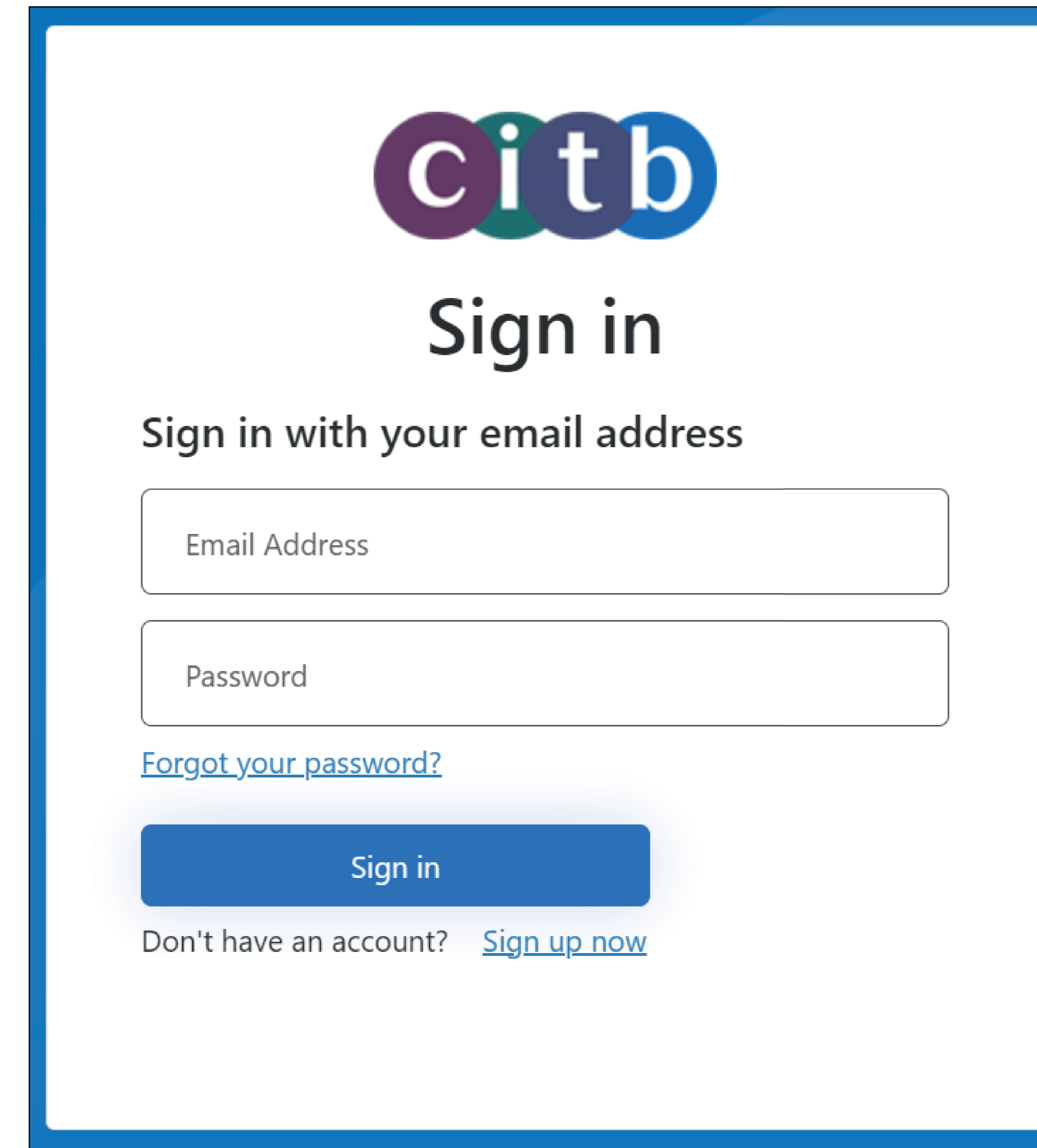
Apply for a single grant

Section 1. Signing in

1 Click on the '**Sign in**' button at top right corner of the portal.

2 You will be directed to the Sign in page.

Home | English ▾ | Sign in

Welcome to CITB Online Services

This online portal allows you to submit & view grant applications, access grant reports, and authorise automated grants.

We are working on adding more services to this site over time. While under development, some links below may redirect you to the existing online portal, and you may be asked to log in again.

Grant applications

Apply for a grant
Apply for grants online for apprenticeships, qualifications, or short courses.

My grant applications
View your saved or submitted online grant applications.

Other grant services

These links may redirect you to our legacy portal in a new tab or window.

Authorise automated grants
Authorise an attendance grant payment, or tell us about a change to entitlement.

Grant report request
Request grant reports and access passwords for encrypted reports.

Grant statement
View the total value of grants paid for the current and previous year.

Short course grants
View and apply for short course grants.

3 Enter your email address and password.

4 Click on '**Sign in**' to access the portal.

Section 2. Apply for a single grant

This is a walkthrough on how to submit a single grant application and attach supporting evidence. This allows you to apply for a single grant for a single course and learner. If you wish to apply for multiple courses and/or learners at the same time, follow the '**Apply for grant in bulk**' guide.

1 Find and click on the tile labelled "**Apply for a grant**" on the portal's main page, under **Grant applications**.

Welcome to CITB Online Services

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Grant applications

Apply for a grant
Apply for grants online for apprenticeships, qualifications, or short courses.

My grant applications
View your saved or submitted online grant applications.

2 Choose the grant you're applying for.

If you're applying for a '**short course achievement**' grant, you will be redirected to a different page. Go to **citb.co.uk/grant** for help with this grant.

Continue in this guide for all other grants.

Apprenticeship Grants

Apprenticeship attendance

We pay grants for attending approved Apprenticeships that focus on core construction skills needed across the industry.

Apprenticeship achievement

We pay grants for achieving approved Apprenticeships that focus on core construction skills needed across the industry.

Qualification Grants

Short qualification achievement

We pay grants for the achievement of approved short qualifications (which take less than one year to complete).

Long qualification attendance

We pay grants for attending approved, higher level qualifications (which take more than one year to complete).

Long qualification achievement

We pay grants for achieving approved, higher level qualifications (which take more than one year to complete).

Into Work

We pay grants for work experience completed as part of an approved Further Education course, and subsequent direct employment.

Advanced craft certificate (Scotland)

We pay grants for attendance and achievement on a course that leads to the Scottish Advanced Craft Certificate.

Short course grants

Short course achievement

We pay grants for the achievement of approved short courses which are focused on the core construction skills needed across the industry.

3 Once on the selected grant page, read the guidance and ensure you have everything you need before starting your application.

4 Click on the '**Apply now**' button and you will be presented with the application page.

Apply for short qualification achievement grant

< Back

Apply for grant for the achievement of an approved short qualifications, including NVQs, SVQs, and the NEBOSH National Certificate in Construction Health and Safety.

Visit the **short qualification grant page** of the CITB website to view which courses are eligible for this grant along with other rules including when you should submit an application.

Before you start

You'll need:

- the learner's name, date of birth, National Insurance number, and date they joined the employer.

- evidence of the achievement from the awarding body that you can upload with your application.

This evidence is usually a **copy of the achievement certificate** but could be an achievement notification email.
If your evidence is an email, ensure you first save the email to your device so you can upload it against the application.
Click 'Apply now' below to begin your application. You can alternatively apply in bulk if you wish to apply for multiple learners or achievements together.
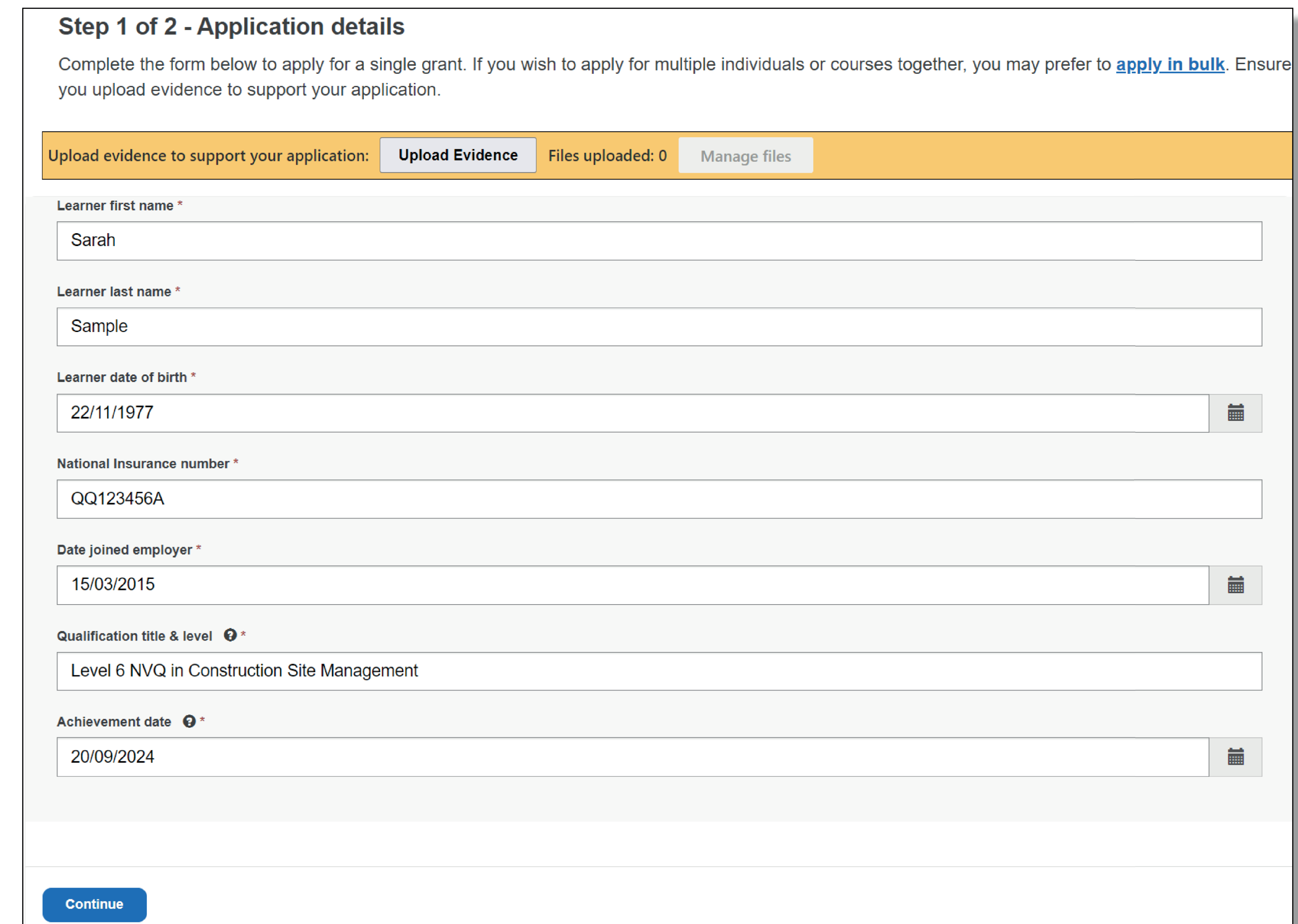
Apply now >   **Apply in bulk**

5 Fill in all required fields on Step 1 of the application. Hover over or tap on question mark symbols for guidance on completing certain fields.

If you exit the page at any time during the application, either by using the browser back button or the home link, a data loss warning will appear, and if you continue to exit the page, you will need to start the application form again.

Step 1 of 2 - Application details

Complete the form below to apply for a single grant. If you wish to apply for multiple individuals or courses together, you may prefer to **apply in bulk**. Ensure you upload evidence to support your application.

Upload evidence to support your application: [Upload Evidence]   Files uploaded: 0   [Manage files]

Learner first name *
Sarah

Learner last name *
Sample

Learner date of birth *
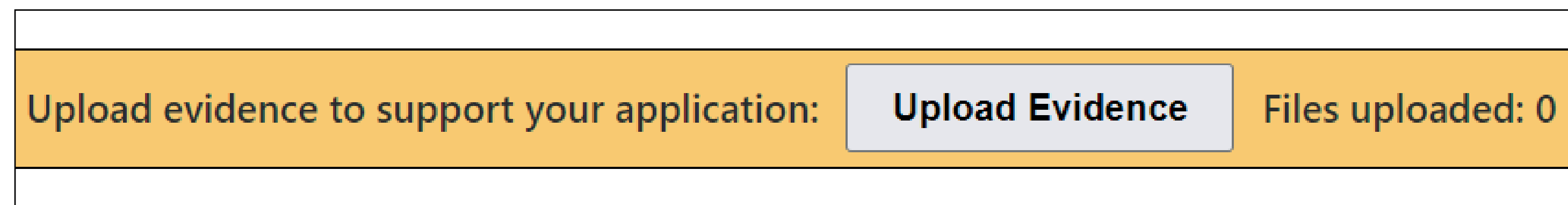22/11/1977

National Insurance number *
QQ123456A

Date joined employer *
15/03/2015

Qualification title & level ❓ *
Level 6 NVQ in Construction Site Management
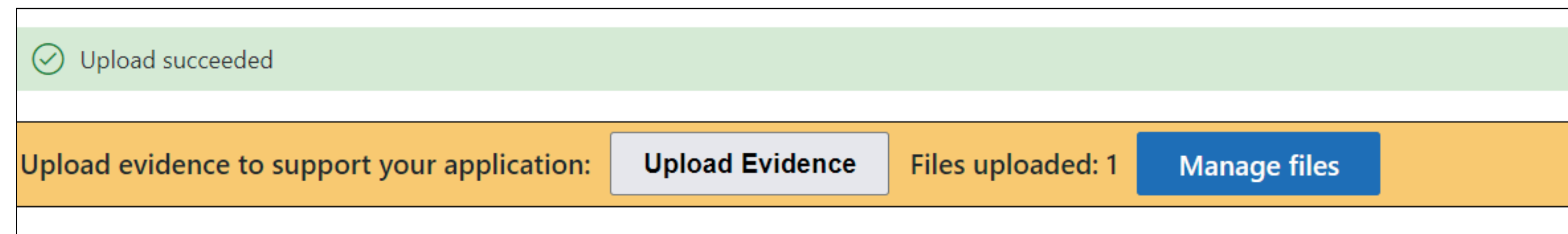
Achievement date ❓ *
20/09/2024

[Continue]

6 Click on '**Upload Evidence**' and navigate to the locally stored evidence on your device. Evidence can be a screenshot, picture, or document.

Upload evidence to support your application: | Upload Evidence | Files uploaded: 0

7 Choose the relevant evidence file and upload it to the application.

8 If you have uploaded the wrong piece of evidence, click the '**Manage files**' button to remove the file.

✓ Upload succeeded

Upload evidence to support your application: | Upload Evidence | Files uploaded: 1 | Manage files

9 Once you are happy all the details in the application are correct, click '**Continue**'.

The page will highlight any missing information or validation errors before continuing with your application.
If there is no further required information, you will continue to Step 2 of 2 of the application form.

10 Read and complete the '**Employer declaration**' section and then click '**Submit application**' to submit the application.

By submitting this application, you (the Employer) make the following declaration.

Having read, understood and accepted the current CITB Grants Scheme Policy and requirements specific to each grant type, which can be found at **citb.co.uk/grant**, we declare that:

- the information provided in this grant application is correct and complete;
- we are authorised to complete and submit this application;
- no other application has been submitted in respect of the same course attendance dates or achievement to which this application relates;
- our admin users will only grant access to our organisation's profile within the portal, and the applications contained within it, to individuals who are duly authorised to view any material made available to them within our section of the portal;
- any user to whom our admins grant access will only access the personal data within our section of the portal to the extent that they are lawfully authorised by us to view and process such data; and
- this application relates to employees and/or other individuals eligible to participate under the scheme requirements. We have either their consent or another legal basis under UK GDPR for sharing the personal data of each of those individuals and have complied with the relevant transparency obligations under the UK GDPR.

We confirm that:

- we have and will continue to comply with the Grants Scheme Policy and requirements specific to each grant type including keeping all supporting information for the purpose of verification, permitting audit visits, notifying CITB of any material change, repaying any grant paid in error or overpaid.

We understand and agree that CITB (and/or its agents or auditors):

- reserves the right to carry out verification checks to ensure this application is valid and made in accordance with the Grants Scheme Policy and specific requirements;
- may process personal data contained in this application in accordance with our Privacy Policy;
- may withhold payment of future grant applications or reclaim grant paid should the employer be in breach of this declaration and that this may involve legal proceedings to recover such sums.

How CITB uses your information

All information provided to CITB will be processed in accordance with the Industrial Training Act 1982, the UK Data Protection Act 2018 and the UK General Data Protection Regulation, as replaced, amended or updated, as applicable.

The information you provide to CITB in completing this application will be used for purposes connected with all of CITB's functions as an Industrial Training Board.

These purposes are set out in our Privacy Policy on our website at **citb.co.uk/privacy**

Previous   Submit application

11 Upon submission you will receive confirmation that the application has been submitted, along with information about the next steps in the application process.

Application ID A2000037017 has been submitted

Thank you for submitting your grant application.

We aim to process grant applications within four weeks of submission. If your application is unsuccessful, or any additional details are required, we will be in touch.

If you have any questions regarding your application, contact us on **levy.grant@citb.co.uk** or **0344 994 4455**, and quote the reference number above.

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