



# Individual Employer Funding 2016 to 2017 – money to pay for training

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Application form

April 2016



Easy Read

# Important

## Green writing

In this easy-read booklet we sometimes explain what words mean.

The first time we mention any of these words, it is in **bold green** writing. Then we write what the words mean in a blue box. If any of the words are used later in the booklet, we show them in **normal green** writing.

These words and what they mean are also in a Word list at the back of the booklet.

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## Sending in your application form

You should send your application form to us, as soon as possible, by email or post.

Applications will be dealt with on a first come first served basis.

All application forms must be filled in and sent to us before 28 February 2017.

Our email address is [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

Our address to post the form to is

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



If you have any questions you can get in touch with us.

- By telephone on 0113 241 1275
- By sending an email to [funding@skillsforcare.org.uk](mailto:funding@skillsforcare.org.uk)

## What happens next

We will tell you when we get your application form.

We will look at your application form. If you have filled it in properly and sent us all the information we need we will let you know if you can get a grant within 4 weeks.

We will let you know if you can get a grant or not.

If you can get a grant we will tell you when the money will be paid into your bank account.

### Important

Do not book or pay for any training course until we have been in touch with you and said you can have the money.

Read the 'How to ask for a grant document'.

Tick here if you do not want a copy of the [Employing personal assistants toolkit](#).

## Where did you hear about these grants?

Use this box to tell us where you heard about these grants.

# Documents you must send with the application form

Make sure you have read all the instructions so you know what you need to send with the application form.

## Proof that you employ a personal assistant, either

- current certificate of employer's liability insurance
- 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 from the learning provider you have chosen to provide the training, incl. VAT
- quote, invoice or receipt of travel (or expected) travel costs
- quote, invoice, receipt or copy of payslip to confirm PA cover costs.

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

- copy of document indicating lasting power of attorney status
- copy of document indicating court appointed deputy status
- other proof of ability to act on behalf of the employer as stated in the guidance document.

# Application form

## Employer details

### Employer

This is a person or company that pays other people to do work for them.

What is the **employer's** first and last name?

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What is the **employer's** address and postcode?

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What is the **employer's** telephone number?

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What is the **employer's** email address?

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Age of **employer**

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Put a tick in the box to show how you pay for your **personal assistants**?

## Personal assistant

This is someone who helps a disabled person to do things like getting washed, bathed and dressed.

Personal budget from social care

Personal health budget (PHB) from the NHS

Own money (self funded)

## Personal budget

This tells a disabled person how much money they can spend on their care and support services. It also shows how it was worked out.

How many **personal assistants** work for you?

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How many **personal assistants** will go on the training course?

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Put a tick in the box to show who the training is for?

**Employer**

**Personal assistant**

Both the **employer** and **personal assistant**

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What is the name of the NHS organisation who gives you your budget?

## Bank account details

We will pay money into your bank account if you get a grant. Let us have the following information.

Bank sort code

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Bank account number

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Name of the account holder

---

Name of the bank

---

Bank address

---

Bank postcode

---

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Type of account

You must tick one of these boxes

Employer's personal account

Direct payment account

Managed account

Other – give details

## Receipt of payment

Skills for Care will send you an email to tell you that the grant payment has been made.

Please tell us an email address where we can send the receipt.

Email address

## Skills for Care's use only

Applicant number	
Applicant name	
FRED supplier code	
Date application received	

## Completing the form for an employer

If you are filling in the form for an employer, you must be the person who is helping the employer to apply for a grant.

What is your first and last name?

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What is your address and postcode?

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What is your telephone number?

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What is your email address?

---

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What is your relationship with the employer?

Tick all the boxes that apply.

A person with power of attorney

### Power of attorney

This is a written document when one person appoints another person to act on their behalf.

A court appointed deputy

### Court appointed deputy

This is a person who is appointed by the Court of Protection to make decisions for someone who cannot do so on their own.

An advocate

### Advocate

This is someone who helps you speak up about what you want.

Parent or relative

Personal assistant (PA)

NHS representative

Local council representative

Support organisation representative

Learning provider representative

Other – please specify

## Training course and cost details

Before you fill in this part of the form make sure you have read all the instructions.

### First training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

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When does the course start?

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When does the course end?

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How much will the training course cost, including Value Added Tax?

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How much will your travel cost?

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How much will it cost to get a temporary personal assistant?

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What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Second training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

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When does the course start?

---

When does the course end?

---

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How much will the training course cost, including Value Added Tax?

---

How much will your travel cost?

---

---

How much will it cost to get a temporary personal assistant?

---

---

What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Third training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

---

When does the course start?

---

When does the course end?

---

---

How much will the training course cost, including Value Added Tax?

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---

How much will your travel cost?

---

---

How much will it cost to get a temporary personal assistant?

---

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What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

## Fourth training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

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When does the course start?

---

When does the course end?

---

---

How much will the training course cost, including Value Added Tax?

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---

How much will your travel cost?

---

---

How much will it cost to get a temporary personal assistant?

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What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Fifth training course

What is the name of the training course?

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What is the name and address of the learning provider?

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What are the first and last names of the person going on the training course?

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When does the course start?

---

When does the course end?

---

---

How much will the training course cost, including Value Added Tax?

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How much will your travel cost?

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---

How much will it cost to get a temporary personal assistant?

---

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What is the total cost of the training course?

To find this out, add up all the costs and write the total here.

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## Rules about how the money should be used

You must read these rules and make sure you understand them before you fill in the application form.

You will need to tick the box, print your name and write today's date in the Declaration part of the application form.

### How and when this money must be spent

The money must be spent on care-related training for you and your **personal assistants**.

The money can be used to pay for travel costs to and from the training course.

The money can be used to pay for a temporary **personal assistant**.

The training course must be paid for and start before 31 March 2017.

### What you cannot do

You cannot use the money:

- to pay for things you have not put down on the application form
- to pay for training for delegated health care tasks



- for training that is given for free
- for anything to do with a political party
- for fundraising
- to give to anyone else except to pay the costs you have put down on the application form. If you want to give the money to someone else for another reason you must ask us first.

## What you must do

You must use the money in the way you have said on your application form.

You must send us proof of all your costs with your application form. If you do not do this, it will take longer to deal with your application.

You must send us proof that your training course has finished within 4 weeks of it ending. If you do not do this we will ask you to send back the grant.

You must send us any money you have not used for the costs you put down on your application form by 31 March 2017.

You must keep a record of all your invoices, receipts and any other documents for at least 6 years after the training course finished. This is because our **auditor** may want to see them.

## Auditor

This is a person who carefully looks at the records about money that has been paid in and money that has been paid out. The auditor makes sure the records are correct.

You must make sure that the money will not be used to commit **fraud**.

## Fraud

This is when someone tells lies, or tricks another person, to get something, usually money. If you think fraud may be happening, tell us straight away.

## What we will do

At Skills for Care we will look at all the application forms we get. We will then decide who we can give grants to.

We will try to deal with all application forms within 4 weeks, as long as the form has been filled in properly and we have got proof of all costs. If we cannot deal with an application form within 4 weeks we will let you know the reason why.

We will pay grants on a first come, first served basis until all the money has been used.

We will pay the grant into your bank accounts once you tell us your bank details and you have ticked the box to say you agree to all the rules about the grant.

We will look at how you use the money to make sure it has

been used properly and in the best way.

We will put your details onto our computer system.

## What we will not do

We will not pay for any other costs which were not shown on your application form.

We will not change the amount of the grant if there are any price changes.

## Data protection

Skills for Care understands that you have a right to keep your information private.

Any personal information you give us will only be used for the reason it was sent to us.

We will keep your personal details safe. We will not pass your details on to anyone else unless you tell us we can do so or unless we have to do so to follow the law.

## Declaration

I confirm that I have read and understand the rules for getting a grant and I accept those rules.

I declare that the information I have given on this application form is true and complete.

I understand what Skills for Care has to do to follow the law about data protection.

I confirm that I am not applying to fund training for any delegated health care tasks included in my care plan.

If you tick this box you agree to everything that has been written in the Rules for getting a grant section. And you want to apply for a grant. Or the employer has agreed that you can apply for a grant on their behalf.

Print your name

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Date

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## Word list

### Advocate

This is someone who helps you speak up about what you want..... 13

### Auditor

This is a person who carefully looks at the records about money that has been paid in and money that has been paid out. The auditor makes sure the records are correct..... 26

### Court appointed deputy

This is a person who is appointed by the Court of Protection to make decisions for someone who cannot do so on their own..... 13

### Employer

This is a person or company that pays other people to do work for them .....8

### Fraud

This is when someone tells lies, or tricks another person, to get something, usually money. If you think fraud may be happening, tell us straight away ..... 26

## Personal assistant

This is someone who helps a disabled person to do things like getting washed, bathed and dressed .....9

## Personal budget

This tells a disabled person how much money they can spend on their care and support services. It also shows how it was worked out. ....9

## Power of attorney

This is a written document when one person appoints another person to act on their behalf ..... 13