



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

How to ask for a grant

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.

Contents

About Individual Employer Funding	5
A step by step guide showing you how to apply for a grant	7
Step 1	7
Step 2	7
Step 3	7
Step 4	8
Step 5	8
Step 6	8
Step 7	8
Where did you hear about these grants?	9
Rules about how the money can be used	10
Documents you must send in with your application form	11
Proof that you are an employer	13
Proof of training, travel and temporary personal assistant costs	13

- Completing the application form 14
 - Employer details 14
 - Bank details 15
 - Completing the form for an employer 16
 - Training course and cost details 16
- Sending in your application form 22
 - Important 22
 - If you have any questions 23
- The declaration on the application form 24
- About Skills for Care. 25
- Word list 26

About Individual Employer Funding

You may have a person or people working with you who help you to live the way you choose. These people are called **personal assistants**.

Personal assistant

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



You can ask for money, called a grant, to pay for training and qualifications for both you and any **personal assistants** you **employ**.

Employ

This is when you pay someone to work for you.

Individual Employer Funding 2016–17

This booklet will help you to follow the process for claiming a grant.

You can ask for a grant if these 2 things are true.

- You live in England.
- You use a social care direct payment, a **personal health budget (PHB)**, or your own money to pay for a **personal assistant**.



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.

A step by step guide showing you how to apply for a grant

Step 1

Read this booklet and look at the grant application form.

Make sure you understand the rules for claiming a grant. The rules are shown as part of the application form.

Get in touch with us if you have any questions. You can email funding@skillsforcare.org.uk or phone 0113 2411275.

Step 2

Find out what training you, and any **personal assistant** you have, would like.

Get in touch with the group who provides training in your local area, or with your local disabled people's group or college.

Step 3

Fill in the application form.

Send the completed application form to us.

You must send us proof of the training course and how much it costs. You must also send proof of any travel costs and how much it will cost to have a temporary **personal assistant** if you need one.

Step 4

We will let you know when we get your application form.

We will look at your application.

Step 5

If your application for a grant is allowed, the money will be paid into your bank account.

If your application for a grant is not allowed, you can apply for a grant again as long as we still have money to use for grants.

Step 6

Do and finish the training course or qualification.

Send proof to us that you have finished the course or qualification.

Step 7

We may get in touch with you and ask if you think the training was worth doing.

Where did you hear about these grants?

Tick a box to show where you found out about these grants and give us more information where necessary.

If you are given a grant you will get a free copy of our booklet called employing personal assistants toolkit. If you already have a copy of this or you do not want a copy, tick the box on the application form.

You can look at a copy of the toolkit on this website,
www.employingpersonalassistants.co.uk



Rules about how the money can be used

The rules for getting a grant are on the application form.

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

The rules tell you about these things.

- How and when the grant must be spent.
- What you cannot use the grant for.
- What you must do.
- What we will do.
- What we will not do.
- Data protection.

Documents you must send in with your application form

You must send copies of some documents with your application form.

If you do not send in the copies of documents your application will take longer to sort out.



We will get in touch with you to ask for any documents that you should have sent in with your application form but did not.

The documents you need to send in are

- proof that you are an **employer**.
- proof of training, travel and temporary **personal assistant** costs.

If the application form has been filled in for you by someone else, then you must also send in copies of these documents.

- Proof of lasting or enduring **power of attorney**.

Power of attorney

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

- Proof of 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.

- Proof that you, the **employer**, have given the person permission to apply for the money for you. This should be a letter giving your name, how people can get in touch with you and the reasons why you want someone to act for you.

Proof that you are an employer

You must send us a copy of at least one of these things.

- Your current certificate of Employer's Liability Insurance.
- A document with your name and address on it showing your tax employer reference number, also called PAYE, as held by Her Majesty's Revenue and Customs.

Proof of training, travel and temporary personal assistant costs

You must send us these things.

- A quote or invoice from the person or group running the training course, including any **Value Added Tax**.
- A quote, invoice or receipt for all travel costs.
- A quote, invoice or copy of a payslip showing the temporary **personal assistant's** hourly rate.



Completing the application form

Employer details

You should fill in this form if any **personal assistant** works for you. If you cannot fill in the form someone can help you fill it in. But this part of the form must always show the details of the **employer** or the person who needs care and support.

Employer

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

You must fill in all the parts in this section of the form.

We will put all your details on our computer system. We have to do this so we can get in touch with you about your application and pay you any money.

We may also send newsletters to you. If you do not want to get these newsletters, get in touch with us and we will stop sending them to you.

The data protection part of the application form gives you more details.

Bank account details

You need to tell us your bank details so that if you are given a grant we can pay the money into your bank account.

If you do not tell us your bank details we will not be able to give you a grant.

We will keep your bank details safe.

You need to tell us these things.

- **Bank sort code.** This is 3 sets of 2 numbers separated by a dash, for example, 12-34-56.
- **Bank account number.** This is the number of your bank account. It is likely to be 8 numbers, for example, 12345678.
- **Name of the account holder.** This is the name of the person who has the bank account.
- **Name of the bank.** This is the name of the bank where the account is, for example, Barclays, Halifax, Lloyds, NatWest.
- **Bank address.** This is the address of the bank where the account is held.
- **Bank postcode.** This is the postcode of the bank where the account is held.
- **Type of account.** You need to tick a box to show what type of account you have. If you tick other you must say what type of account you have.
- **Payment receipt.** This is the email address where we will tell you that the grant has been paid.

Completing the form for an employer

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

You must fill in all the parts in this section of the form.

You must say what your relationship is to the **employer**. Tick all the parts that are true.

Training course and cost details

All the sections in this part of the form must be filled in and you will need to send us proof of all costs.

If the section is not fully completed and you do not send us proof of all your costs, your application may take longer to deal with.

Training course title

You need to write the name of the training course or the qualification you are taking. For example, First Aid or Dementia awareness.

If you have more than one **personal assistant** you can ask for money to pay for training for each of them. You can also pay for more than one type of training.

You can ask for money to pay for up to 5 training courses for each person on the application form. For example, if you have 2 **personal assistants** they can go to 5 training courses each. And you can go to 5 training courses as well. That is 15 courses in total.

Name and address of learning provider

This is the name and address of the person or group who will be running the training course. For example, a local council, a private training provider or a college.

You will need to find a group who will do the training you need.

We cannot search for or arrange this training for you.

First and last names of the person going on the training course

This will be one, some or all of you and your **personal assistants**.

Course start and end dates

You must return any money you have not spent as outlined in your application to Skills for Care by the 31 March 2017.

You must tell us when the course is likely to start and finish so we know when you will be sending us a copy of your **attendance record** or a certificate to show the course has finished.

Attendance record

This shows that a person turned up to a training course.

We will get in touch with you to ask you to send in the certificates to show the course has been completed.

Cost of the training

This is the total cost of the training course including any **Value Added Tax**, which is also called VAT.

Value Added Tax

This is a tax that has to be paid on some goods and services.

When you send your application form to us you must also send us a quote or an invoice from the person or group who will be giving the training. The quote or invoice must show these details of the training course.

- What subjects are being taught and what people will be learning.
- Where the training course will be held.
- When the training course will be held.
- How much the training course will cost.

Travel costs

If you have to pay for travel to get to and from the training course you can ask for money to pay for this. This includes bus or train tickets, taxi fares or, if you travel by car, the number of miles, at 45p each mile.

You should book travel as far in advance as you can to get the best price. Train tickets must be standard class.

You must send us a quote, invoice or receipts. For mileage you must tell us where the journey will start and end, the number of miles you will travel and how many times you will need to make the journey.



Costs of a temporary personal assistant

You can ask for money to pay for the cost of a temporary **personal assistant** while your regular **personal assistant** is taking part on a training course.



You can only get this money for these 2 reasons.

- You need someone to help you while your **personal assistant** is on a training course during their normal working hours.
- You need extra help and support to go to a training course.

You cannot ask for extra money to pay your personal assistant to attend training.

When you send us your application form, you must also send us a quote, invoice or copy of a payslip showing the temporary **personal assistant's** hourly rate.

The total cost

This is the total cost of each training course including these 3 things.

- The cost of the training.
- Any travel costs.
- The costs of any temporary **personal assistant**.

You must add up all of the costs for each of the training courses and put a total cost on your application form. This will be the full amount of money you need from us.

Sending in your application form

You can send your application form to us by email or by post.



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

Funding is given on a first come first served basis and employers should not wait until the end of the year before sending an application.

Important

It will take about 4 weeks between sending in the application form and being told that the money has been sent to your bank account.

If we have any problems dealing with your application form, for example, if there is missing proof or missing information, it will take longer to deal with your application. You will have to wait longer to find out if you can have the money.

You should not book or pay for any training courses until you have heard from us that you are going to get the money.

If you have any questions

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

Email – funding@skillsforcare.org.uk

Telephone – 0113 241 1275

The declaration on the application form

There is a declaration section on the application form which you must read. If you understand what has been written and you agree with it, you must tick the box, print your name and write today's date.

You must only tick the box if the following 4 sentences are true.

- You agree to everything that has been written about the rules for getting a grant and you want to ask for the money.
- You have read and understand the rules and you accept those rules.
- You declare that the information you have given on the application form is true and complete.
- You understand what we will do with your information when we follow the Data Protection Act.



About Skills for Care

We are a group that listens to and works closely with thousands of social care **employers**, people who need care and support, carers and other people who can affect, or are affected by, our group.

We help people get the skills they need to do their job properly. We also help people to get better skills.

Our aim is to make sure that the people who work in adult social care, and also the people who **employ** them, have the skills and qualifications they need to give high quality care and support.

We want more people to **employ personal assistants** and use training courses for themselves and their **personal assistants**.

The grant will help you and any **personal assistants** to have the right skills and qualifications so you can **live independently** and have more choice and control.

Live independently

This means people having choice and control over the care and support services they need to live their lives the way they want to.

Word list

Attendance record

This shows that a person turned up to a training course. . . . 17

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This is a person who is appointed by the Court of Protection to make decisions for someone who cannot do so on their own 12

Employ

This is when you pay someone to work for you. 5

Employer

This is a person or company that pays other people to do work for them 14

Live independently

This means people having choice and control over the care and support services they need to live their lives the way they want to 25

Personal assistant

This is someone who helps a disabled person to do things like getting washed, bathed and dressed 5

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 6

Power of attorney

This is a written document when one person appoints another person to act on their behalf 12

Value Added Tax

This is a tax that has to be paid on some goods and services 18

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Published by Skills for Care

April 2016