

Grant aid process – Key principles

Claiming Grant

1. There are two ways that in-scope employers may apply for grant payments for training and testing activities; either through an ECITB Approved Training Provider (ATP) in respect of ECITB-approved training or tests, or directly by the employer through the MSP.
2. Either way, it is incumbent on the employer to secure the ECITB's commitment for the funding before the activity occurs through the grant management system in the MSP. When employers do not seek a commitment ahead of a training activity there is a risk that grant will not be paid.

Evidence requirement

3. All grant claims are paid on the satisfactory verification of evidence that the activity for which the grant has been requested has occurred. Types of evidence required include, attendance sheets and certificated outcomes.
4. Where evidence can take more than 3 months to access from the provider, or where the learner is on a programme of longer than 9 months duration evidence that the employer has paid for the activity may be accepted (normally a copy of a paid invoice would suffice).

Employer's declaration

5. When requesting grant support or claiming grant directly the employer is agreeing to the following:
 - a. The ECITB auditors and financial controllers can have access to further evidence of training activity if required as part of normal auditing or further verification if required.
 - b. The employer is not receiving any other external funding for the training activity which could directly replace the ECITB funding (ie; funding from clients or asset owners).

ECITB responsibility

6. When commitment requests and claims for grant are received in the grant management system the ECITB will aim to complete the approvals process and pay the grant within 6 weeks subject to the timely submission of any required evidence..

Claiming of grant for non-leviable establishments

7. Where grant support for other activities relating to training or testing does not involve a claim by an in-scope employer, the mechanisms, milestones and evidence requirements will be part of the business case and any associated agreement between the ECITB and the parties involved.