

Individual employer funding terms and conditions 2025/26

Need help? Call 0113 241 1275 or email funding@skillsforcare.org.uk.

Conditions of the grant

By signing and submitting this application form, you declare that you agree to the grant conditions and want to apply for this funding. Below is a summary of the relevant conditions.

General principles

This fund is intended to pay for the development of people who employ or contract with their own staff and the personal assistants that they employ or contract with. It should be used to meet development needs arising from this situation and related to the employer's support needs.

How and when this money must be spent

- The money must be spent on the relevant training or qualifications that you have outlined in your application.
- The funds can be used for travel to and from the training.
- The funds can be used for a replacement PA while your usual PA attends training.
- The training must be paid for and started before 31 March 2026.

You cannot:

- use the money to pay for things that are not included in your application
- use the money to pay for training for delegated health care activities in your care plan or PAs not employed by you
- use the money to pay your PA to attend training
- ask for more money until any previously funded training has finished and completion evidence has been received by Skills for Care
- ask for money to pay for free training or qualifications
- transfer training funded to another learner without asking Skills for Care first
- give this money to anyone else, other than to pay for costs you have told us about in this application, without asking Skills for Care first.

You must:

- provide proof to Skills for Care of all costs with your application
- make sure the training provider is providing value for money and there are no conflicts of interest (e.g. where a trainer may be a family member)
- send completion certificates for each training course no later than four weeks after the training has ended; if you do not, Skills for Care will ask you to return the money
- return any money you have not spent as outlined in this application to Skills for Care as soon as possible and no later than 31 May 2026
- keep a record of all invoices, receipts and other relevant documents for at least six years after the training has been completed; Skills for Care's auditor may need to review them
- make sure that the money will not be used to commit fraud; if you think that this is a possibility, please contact Skills for Care immediately
- contact Skills for Care if anything about this funding application changes as soon as possible so that funding records can be updated
- respond to any information requests made by Skills for Care and DHSC about this money.

Skills for Care will:

- add your details to a database so that we can process your application. Our [privacy policy](#) says how we protect your personal information
- aim to process all applications that have been completed correctly and provided with proof of all costs within four weeks; where this is not possible, we will contact you to explain why
- award the money on a first come, first served basis until all the available money has been awarded
- award the funding at their discretion under an agreement between Skills for Care and the DHSC
- pay the money directly to your bank account via BACS when you have provided your bank details and signed that you accept the conditions of the grant
- contact you to discuss the progress of the training outlined in your application form
- share your contact details with evaluators under contract with Skills for Care, ask you to provide a quote, and fill in a survey or case study template to evaluate how the money has been used.

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Skills for Care will not:

- pay any other costs that were not included in your application
- adjust the amount of money to cover any price changes
- pay any money directly to a training provider or anyone else other than the person who needs care and support (or their appointed representative)
- discuss the content of this application with anyone else without your written permission
- accept applications completed or submitted by training providers
- award any money to pay for training for PAs employed by an organisation
- be responsible for the activities of any person, organisation or company you hire or any costs if you dismiss them.