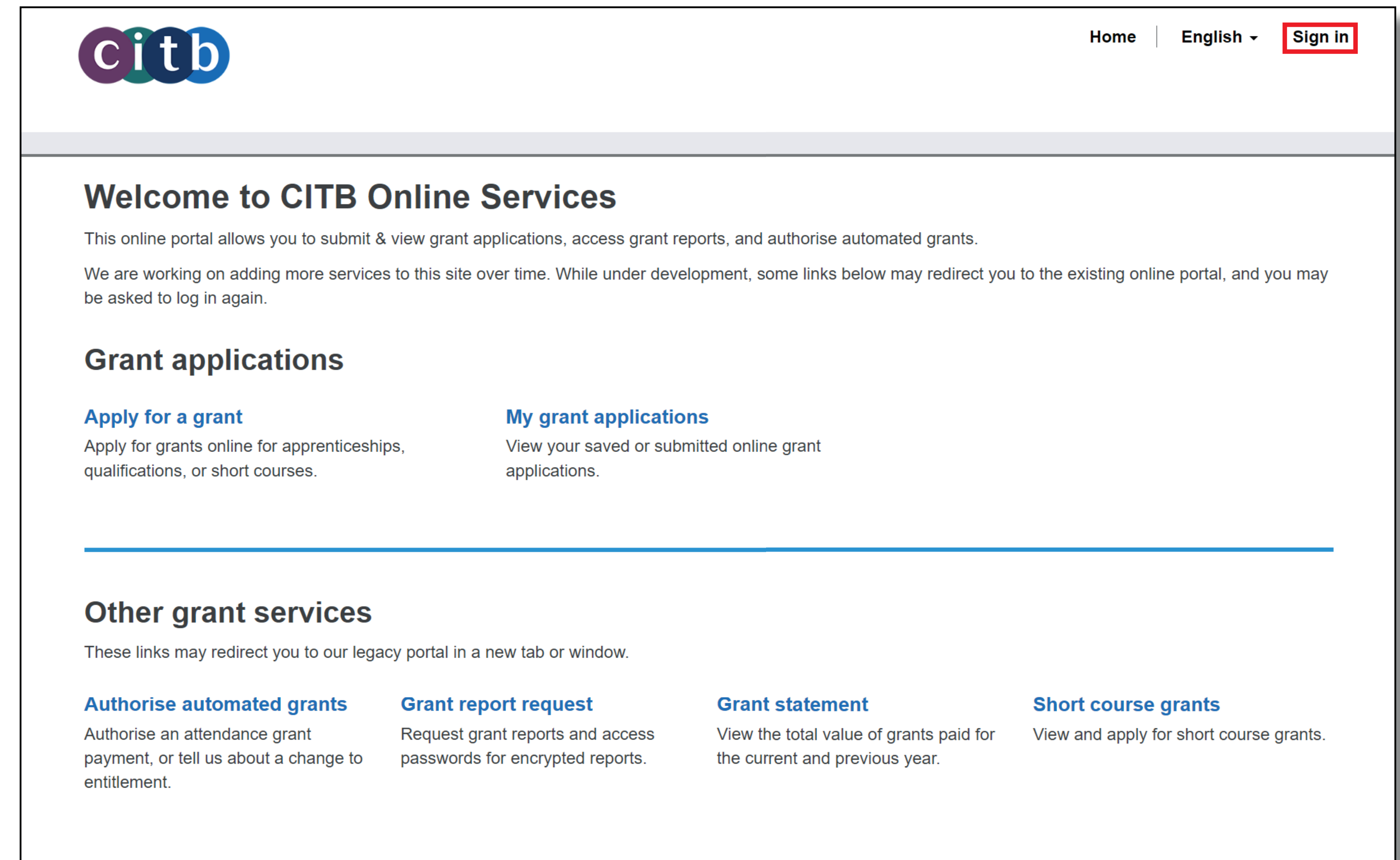# Apply for grant in bulk

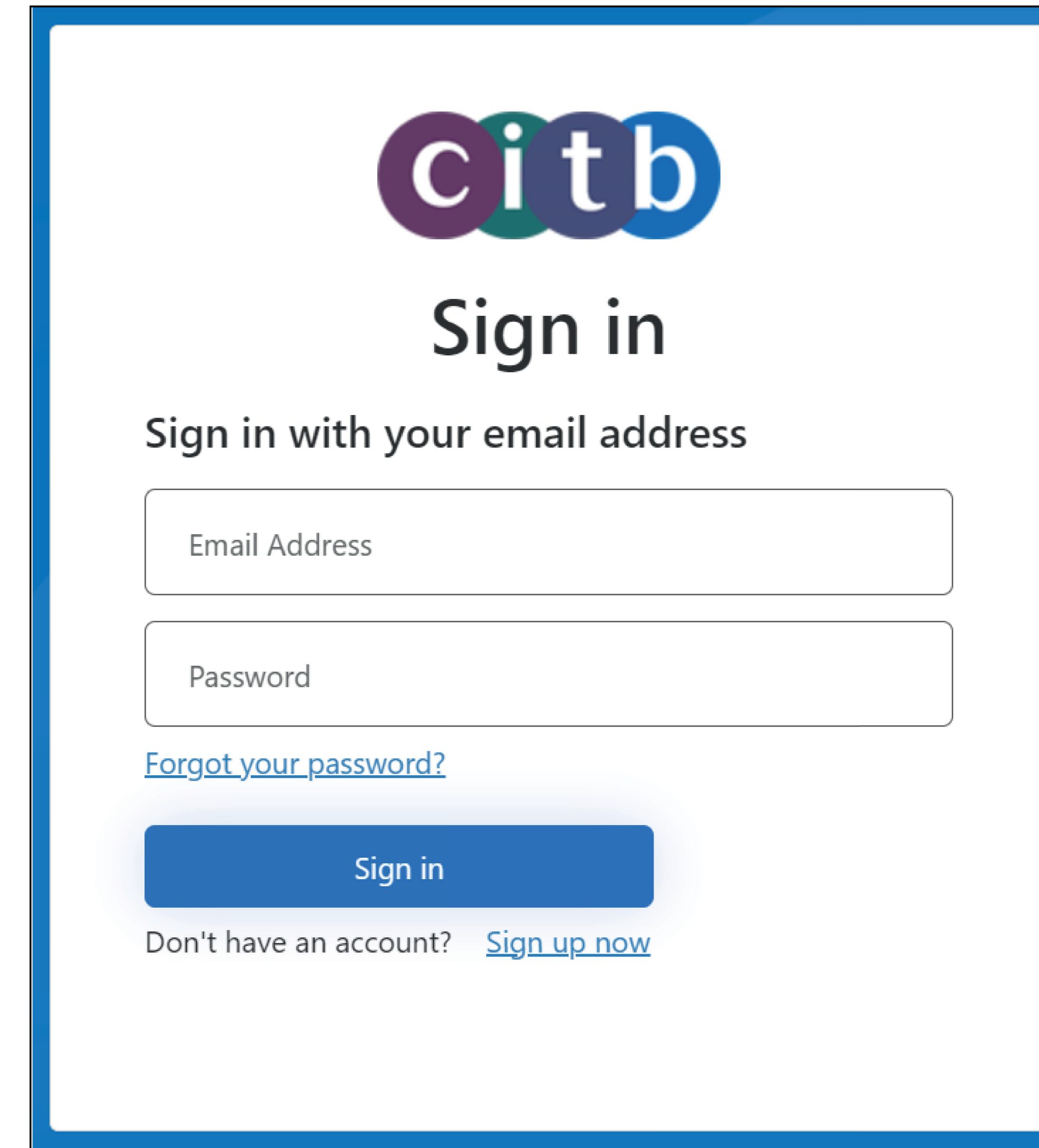# Section 1. Signing in

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

2 You will be directed to the Sign in page.

3 Enter your email address and password.

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

Apply for grant in bulk

This guide takes you through how to submit a bulk grant application and attach evidence.

Bulk applications are for when you have multiple learners or achievements and want to apply for them all at once.

If you would like to use an Excel spreadsheet template to upload multiple entries onto the portal in one go, **Go to Section 3**. When using an Excel spreadsheet, it is recommended to use a PC/laptop.

If you would like to input entries one at a time directly on the portal, follow the steps outlined in Section 2.

Section 2. Apply for a grant – individual portal entries

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

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

We are working on adding more services to this site over time. While under development, some links below 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.

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	Qualification Grants	Short course grants
Apprenticeship attendance We pay grants for attending approved Apprenticeships that focus on core construction skills needed across the industry.	**Short qualification achievement** We pay grants for the achievement of approved short qualifications (which take less than one year to complete).	**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.
Apprenticeship achievement We pay grants for achieving approved Apprenticeships that focus on core construction skills needed across the industry.	**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.	

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

4 Click the '**Apply in bulk**' button and you will be presented with the selected bulk application page.

5 Bulk applications appear on screen as rows in a table. To add your first learner and course, click the '**Add new**' button.

6 You will be presented with a pop-up with all the relevant fields for the selected application.

7 Complete all the mandatory fields and click '**Save**'.

8 When entering data, if any of the fields are outlined in red this indicates that data is invalid i.e. incorrect dates or NI format. The form will not save until this is corrected.

Add new   ✕

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

Cancel   **Save**

8 The page will highlight any missing information or validation errors before continuing with your application. If there is no further required information, you will return to main application form view.

9 Click '**Add new**' and add as many subsequent entries, as necessary.

10 Once you are happy with all the application form entries, go to '**Section 4**'.

Section 3. Apply for a grant – template

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

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

We are working on adding more services to this site over time. While under development, some links below 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.

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.

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]

4 Click the '**Apply in bulk**' button and you will be presented with the selected bulk application page.

Apply for Short qualification achievement grant

Step 1 of 2 - Application details

Click the 'Add new' button below to add the details of the first course and learner. Continue to add as many new rows as you need.

If you experience issues using this page, you may prefer to **use the individual application form** or **upload a spreadsheet to populate the form for you**.

Ensure you attach and select evidence for every row you complete.

Upload evidence to support your application:	Upload Evidence	Files uploaded: 0	Apply to all rows	Manage files	

[Add new]   ⬤ Only show errors   Total errors 0   Total applications 0   [Clear grid]

Actions	Select evidence	Learner first name	Learner last name	Learner date of birth	National Insurance number	Date joined employer	Qualification title & level	Achievement date

No rows selected.

|< < Page 1 of 1 > >|

[Save & Exit without submitting] [Continue]

5 Click '**upload a spreadsheet to populate the form for you**'.

6 You will then be presented with a '**Bulk upload via template**' pop-up.

7 Click '**Download template**' and ensure it is saved to your device.

8 Find the downloaded template on your device and open the file.

Step 1 of 2 - Application details

Click the 'Add new' button below to add the details of the first course and learner. Continue to add as many new rows as you need.

If you experience issues using this page, you may prefer to **use the individual application form** or **upload a spreadsheet to populate the form for you**.

Ensure you attach and select evidence for every row you complete.

Bulk upload via template

Upload a spreadsheet to apply for Short qualification achievement grant

Uploading a spreadsheet will overwrite any rows of data you have already added to the application form.

Please limit your upload to 100 rows.

On this page you can upload a spreadsheet to populate the bulk application form for you. Follow the steps below to complete this process.

Download template

Upload completed template

----

1. Download the template file on this page to your computer. The template varies by grant type so always ensure you are using the correct version.
2. Open the template spreadsheet on your computer, add your application details, and then save it to your computer. Remember that all rows in the spreadsheet must be for the same type of grant.
3. On this page, upload the completed template from your computer.
4. Once uploaded, click the 'Complete upload' button to use your file to populate the bulk application form.
5. You will be returned to the bulk application form. Correct any errors highlighted, upload evidence to support your application, and then continue to submission.
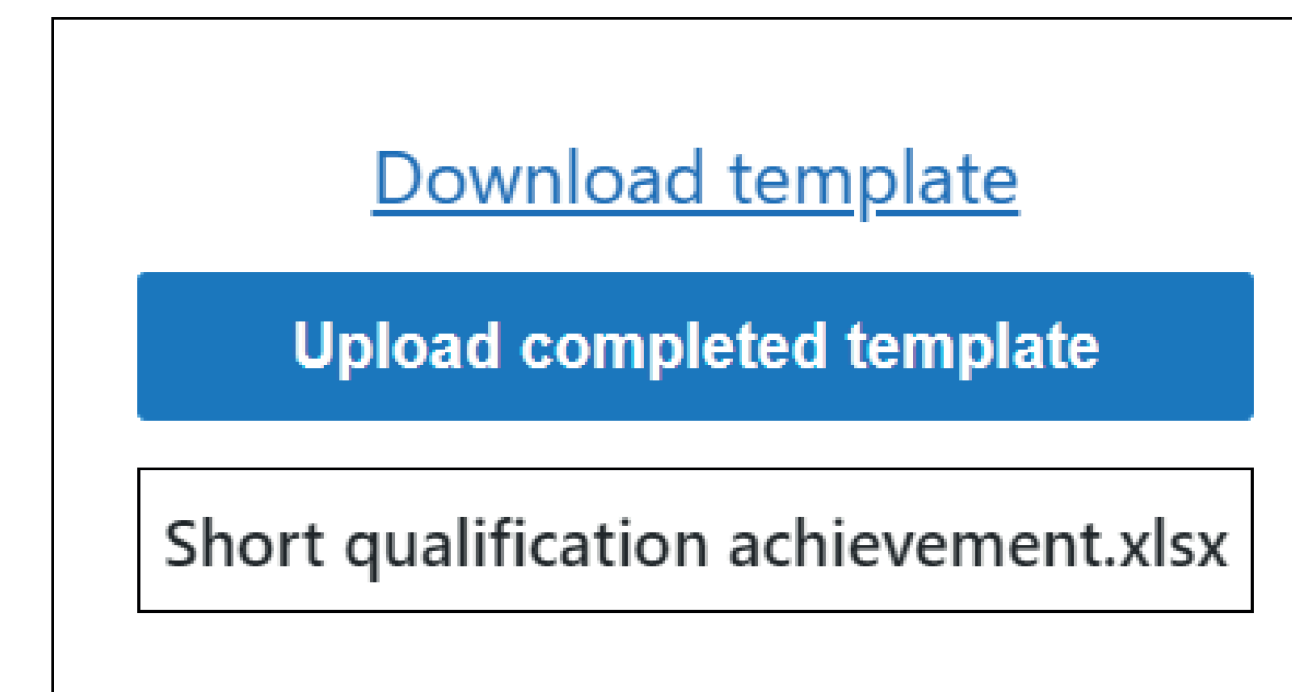
Cancel   Complete upload

9 Complete all the fields on the Excel template and save the completed template to your device.

	A	B	C	D	E	F	G
1	Learner First Name	Learner Last Name	Learner Date of Birth	National Insurance	Date Joined Employer	Qualification Title & Level	Achievement Date
2	Sid	Sample	11/09/1990	AA987654B	27/10/2021	Level 3 NVQ in Site Inspection	12/11/2024
3	Sam	Sample	26/02/1985	AA654321B	06/06/2023	Level 6 NVQ in Construction Site Ma	20/10/2024
4	Sarah	Sample	22/11/1977		15/03/2015	Level 6 NVQ in Construction Site Ma	20/09/2024
5							

10 Return to the portal and click the '**Upload completed template**' button.

11 Navigate to the folder where the Excel template is saved and upload the completed template.

12 The file name of the uploaded template will appear below the '**Upload completed template**' button.

Download template

Upload completed template

Short qualification achievement.xlsx

13 Click '**Complete upload**' within the pop up.

14 All the rows completed on the Excel template will upload to the application form.

15 Any rows with missing information or validation errors are indicated with a red exclamation mark.

Actions	Select evidence	Learner first name	Learner last name
✏️ 🗑️	Select evidence	Sid	Sample
✏️ 🗑️	Select evidence	Sam	Sample
⚠️ ✏️ 🗑️	Select evidence	Sarah	Sample

16 To view only those rows which required attention, click on the toggle named '**only show errors**'.

17 You can now amend the row by clicking on the pencil icon to correct the error or delete the row using the trashcan icon.

Add new				Only show errors
	Actions	Select evidence		Learner first
	⚠️ ✏️ 🗑️	Select evidence		Sarah

No rows selected.

Section 4. Adding evidence

1 On the application page you will see several completed rows on the bulk application.

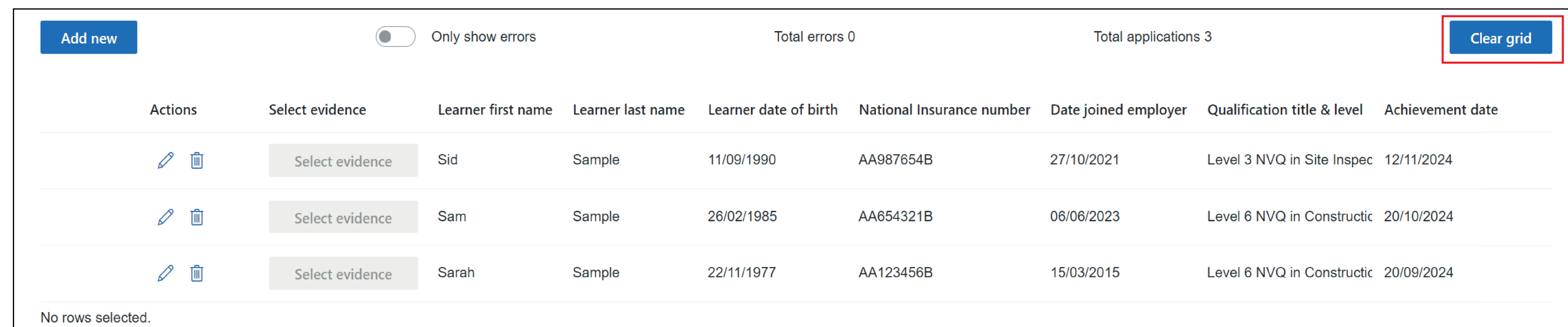**2** If you want to start again, click the '**Clear grid**' button.

Actions	Select evidence	Learner first name	Learner last name	Learner date of birth	National Insurance number	Date joined employer	Qualification title & level	Achievement date
✏️ 🗑️	Select evidence	Sid	Sample	11/09/1990	AA987654B	27/10/2021	Level 3 NVQ in Site Inspec	12/11/2024
✏️ 🗑️	Select evidence	Sam	Sample	26/02/1985	AA654321B	06/06/2023	Level 6 NVQ in Constructic	20/10/2024
✏️ 🗑️	Select evidence	Sarah	Sample	22/11/1977	AA123456B	15/03/2015	Level 6 NVQ in Constructic	20/09/2024

Add new | Only show errors | Total errors 0 | Total applications 3 | Clear grid

No rows selected.

3 You will see that the rows have been cleared from the bulk application form.

**4** When you are happy with the rows, click on '**Upload Evidence**'.

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

5 Navigate to the evidence saved on your device and select all the evidence you want to upload. Once selected click '**Open**'.

6 You will see the files uploaded.

Upload evidence to support your application: | Upload Evidence | Files uploaded: 3 | Apply to all rows | Manage files
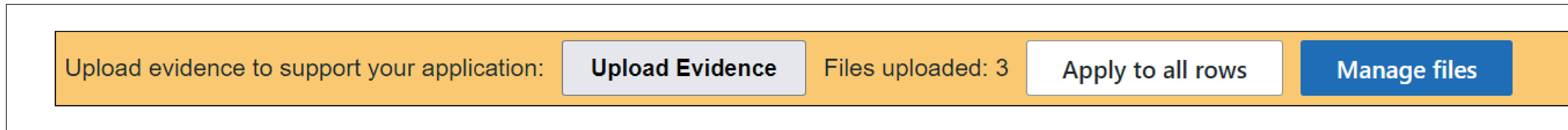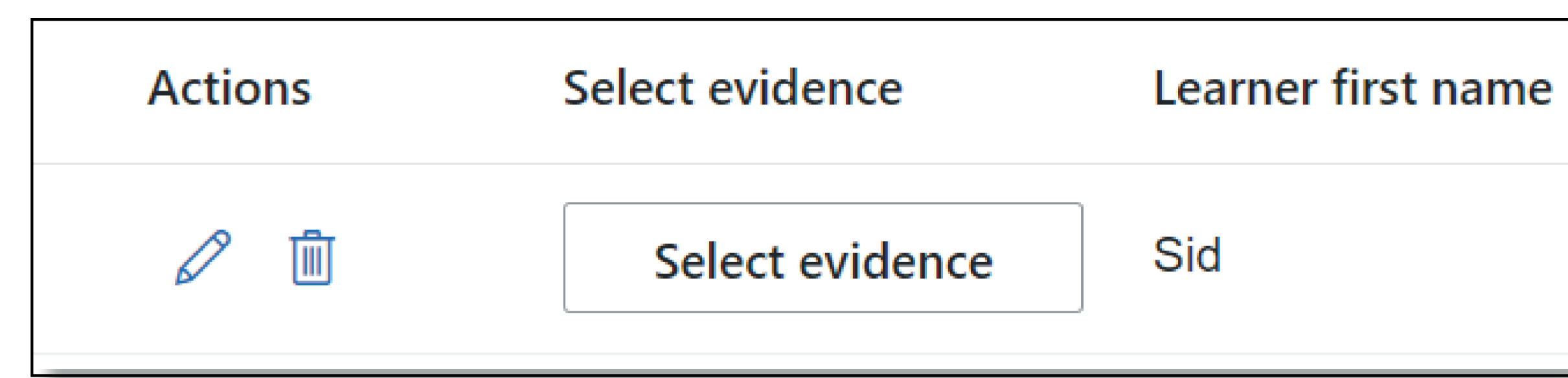
7 Repeat the above three steps if there is more evidence to upload.

8 If a single piece of evidence applies to all rows in the bulk application, click the '**Apply to all rows**' button.

Or

9 Click '**Select evidence**' next to one of the rows.

Actions	Select evidence	Learner first name
✏ 🗑	Select evidence	Sid

10 You will be presented with a Select evidence pop-up.

11 Check the tick box and click '**Select**'.

Select evidence ✕

File name

☑ 1.png

2.png

3.png

1 rows selected. **Clear selection**

⏮ ◀ Page 1 of 1 ▶ ⏭

Cancel   Select
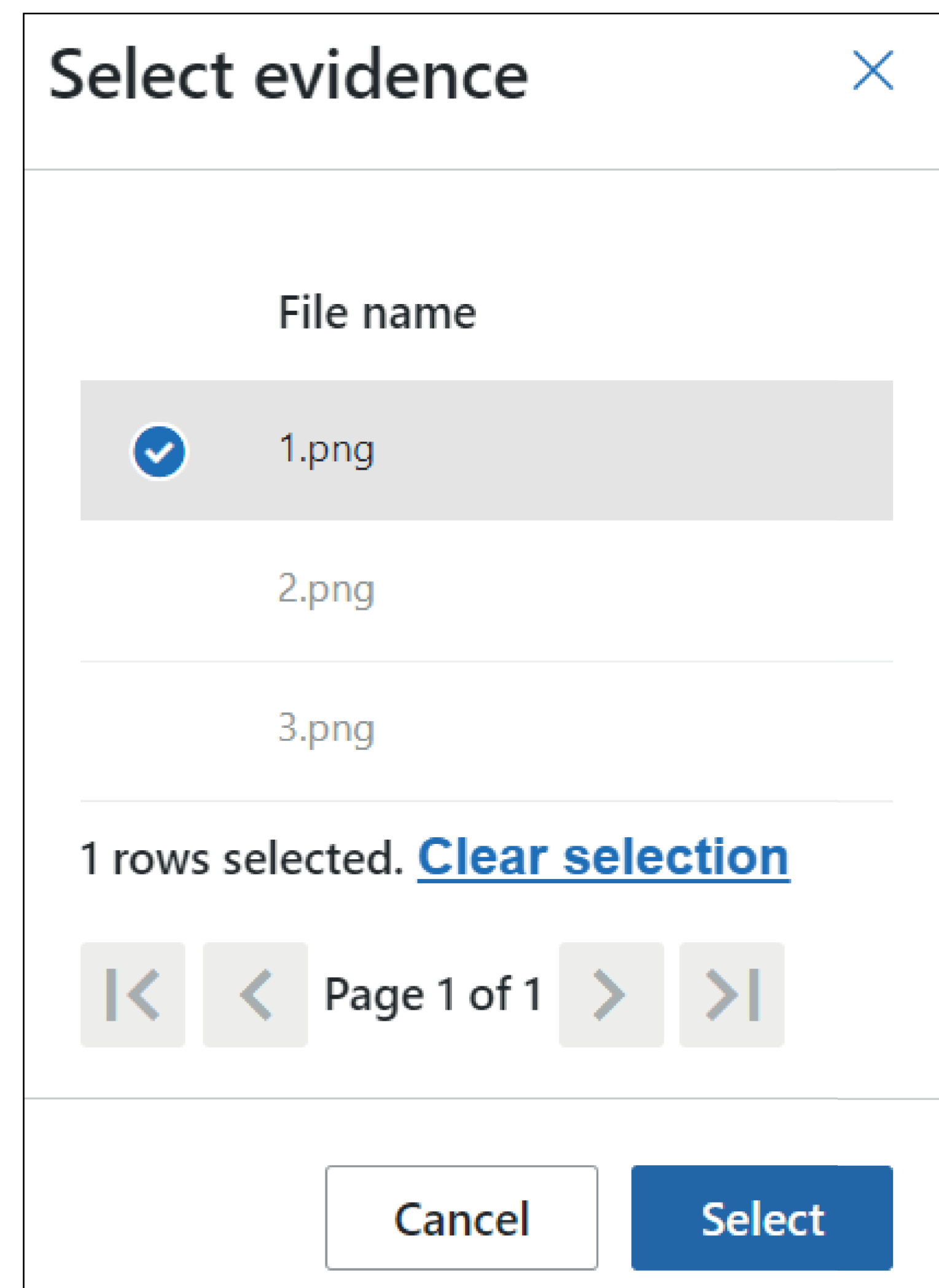
12 You will now see that the evidence has been attached to the row.

Actions		Select evidence	Learner first name
✏	🗑	Select evidence 1.png	Sid
✏	🗑	Select evidence 2.png	Sam

To save the application as a draft and return to completing it later, click the '**Save & Exit without submitting**' button.

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.

13 When evidence is attached to each row and all the details in the application are correct, click '**Continue**'.

14 You will be directed to Step 2 of 2 - **Application details page**.

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

(Please ensure that you are authorised by your employer to make this declaration on its behalf.)

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**

Back to Step 1 - Application details   Submit Application

16 You will receive confirmation that the application has been submitted, along with information about the next steps in the application process.

Batch with ID A2000037018 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.

Back to Home