

Onsite Experience Fund Guidance Notes

Purpose of this guidance

This guidance is for applicants who wish to submit an application to CITB for funding from the Onsite Experience Fund (the “**Fund**”). The guidance is intended to help you complete an application (the “**Application Form**”), understand what’s fundable and give you a clear idea of the information you need to submit with your application.

If you have any queries during the application process, please contact the CITB Commissioning Team using the following contact details:

Contact	Role	Email
Rohan Cheriyan	Commissioner	rohan.cheriyam@citb.co.uk
Onsite Experience mailbox		Onsite.experience@citb.co.uk

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Part 1 Available funding and who can apply

The published opportunity details the funds available in the six areas in England and Wales in which CITB wish to continue Onsite Experience hub delivery. Each area has a defined budget as detailed on the CITB Current opportunities web page.

The Fund is open to any organisation with the capability and capacity to deliver CITB’s requirements for this project and is able to commence delivery at full capacity from 1st April 2025.

Once all of the funds have been allocated in each area for the initial period of 12 months, no further funding will be available. CITB may extend the project, at its sole discretion, as detailed in the Onsite Experience terms & conditions.

For successful applications to the Fund, the funded activity cannot commence until there is a signed funding agreement in place between CITB and the recipient of the funding.

Delivery partners

We recognise that an organisation may be supported by a delivery partner when completing the Application Form. Please be aware that if an application is successful, the funding agreement will be between CITB and the lead company as listed on the Application Form, who takes full responsibility for the application and will be solely accountable for the full funding amount and the overall delivery of the project outlined in the Application Form.

Part 2 Aims of the fund

The Fund is designed to support the continued delivery of CITB’s Onsite Experience programme for a 12-month period, from 1st April 2025 to 31st March 2026, with CITB retaining the option to extend the Fund at its sole discretion. The successful applicants will be required to use the funding to deliver pre-employment training and work placement interventions, leading to the employment of candidates in occupations in-scope to CITB, with a minimum of 80% of the candidates achieving 3 months of sustained employment by the end of the project.



Part 3 What the Fund does and does not support

The Fund is designed to support the costs of:

- working closely with Construction employers to develop and implement a pre-employment and work experience programme to make individuals employment and site-ready for available, in-scope roles within Construction.
- working closely with employers to identify Construction vacancies they wish to recruit into.
- working closely with referral partners to source candidates who are committed to securing construction employment and preparing them for undertaking your pre-employment programme, to include short duration training, CSCS or similar training and testing, and any other components required to make individuals employment and site-ready.
- providing information, advice and guidance to both candidates and employers.

Additional considerations:

Project management costs, if you chose to include them, must not exceed 10% of the total value of funds applied for. Project management costs can include activities such as: project planning; project reporting; governance; project meetings; preparation of claims and evidence; coordination of training and activity, and so on. You will need to specify whether you intend to include project management costs in your application and, if so, confirm the amount.

The funding may not be used to support any **capital expenditure** including the costs of any fixed assets, equipment and technology.

Match funding is not a requirement for the Fund.

Part 4 Fund criteria

All applications will be reviewed against the following criteria:

Pass/Fail questions	The application criteria laid out in the pass/fail questions, with associated weightings.
The Application for funding	The application, submitted on the template provided, with a total value not exceeding the maximum amount specified in the relevant geographical area
Deliverables	Details of the deliverables and outcomes achieved under your proposal.
Supporting information	Any supporting information requested by CITB to support the assessment of your application and evidence your capability to deliver the requirement.
Confidence	<p>The application will need to provide credible evidence of your capability to deliver.</p> <p>Confidence levels will be assessed in the following areas:</p> <ul style="list-style-type: none"> • ability to fully mobilise hub and commence delivery from 1st April 2025 at sufficient capacity to enable project success. • delivery of the targeted deliverables, within CITB’s stated time, cost and quality parameters for the project. • value for money.
Evidence of capability	As part of the selection process, CITB may request documentary or other evidence to assess the applicant’s capability to deliver the proposed project.

Part 5 Application form overview

Section 1 – Before you apply

Contains information that should be read and understood before you submit your application.

Section 2 – Company details

This section is for you to provide your company information which allows us to check that you are eligible to receive funding.

Section 3 – Application questions

Please complete all questions and submit your completed application form by email to onsite.experience@citb.co.uk with separate attachments for your responses to questions 8 and/or 9 as applicable.

Guidance for question 8:

Provide a written response on maximum of **2 pages** of A4 (font: Arial, size: 10 point)

Please use the filename “Question 8 response <add your organisation name>”

Attach your response to the email with your completed application form and response to Question 9.

Guidance for question 9:

Provide a written response on maximum of **1 page** of A4 (font: Arial, size: 10 point)

Please use the filename “Question 9 response <add your organisation name>”

Scoring scale for Questions 8 and 9:

Score	Definition
0	<p>Non-compliant response</p> <p>The question is unanswered, or the response fails to address any of the requirements expressed in the question and response guidance</p>
1-3	<p>Unacceptable response</p> <p>The response partly meets a proportion of the minimum requirements expressed in the question and response guidance but fails to meet the majority. This indicates that there may be serious difficulties or inability to deliver the services required</p>
4-7	<p>Acceptable response</p> <p>The response meets the minimum requirements expressed in the question and response guidance, but there are some aspects which are not met or are lacking detail.</p>
7-9	<p>Good response</p> <p>The response clearly meets all the requirements expressed in the question and response guidance indicating that the potential provider has a good understanding of the contract requirements and the ability to deliver. The solution may offer some limited benefits beyond the stated requirements.</p>
10	<p>Excellent response</p> <p>The response fully addresses the requirements expressed in the question and response guidance, demonstrating that the potential provider has a comprehensive understanding of the contract requirements and the ability to fully deliver. An excellent answer which provides additional benefits beyond the stated requirements.</p>

Section 4 – Declaration

All statements should be read and marked with an X to confirm your acceptance. Signature (typed or an image) and date are required.

Part 6 Submitting your application & funding decisions

Please note, the submission of your application is not a guarantee of funding.

Applications must be submitted directly from the lead business named in the Application Form. We will only discuss applications with, or in the presence of, the lead applicant.

To expedite the assessment process, please respond as soon as possible to requests for evidence of your past delivery of similar programmes and of your capability to deliver the project requirements.

Part 7 Monitoring and evaluation

If your application is successful, you must sign and return the funding agreement in advance of the project start date of 1st April 2025.

Payments will be made in equal quarterly instalments subject to you meeting the agreed levels of delivery set out in your application and your fund agreement. Your funding agreement will detail indicative amounts and dates of payments. Quarterly payments may be withheld in the event that you do not meet the agreed levels of delivery.

We will schedule monthly and end of quarter review meetings with the successful providers to provide ongoing support and monitor quarterly progress against the outcomes you have targeted.

Please remember to keep all relevant records and evidence of expenditure, activities and outputs (such as invoices, evidence of training costs incurred, etc) as you will need to submit these to CITB to clearly demonstrate how the project is progressing and that the funds are being used in order for quarterly payments to be released. Your funding agreement will detail the expected evidence for expenditure, activities and outputs.

CITB Evaluation

CITB has appointed IFF Research Ltd to conduct an evaluation of this fund to measure its impact and help shape future initiatives. Your support of and participation in evaluation activity, such as surveys and interviews of candidates or the project team is a requirement of your participation in this Fund.

Part 8 Final checklist

- The proposal meets all criteria described.
- The applicant is ready to commence delivery on 1st April 2025 at capacity with the full project team in place.
- Evidence as required by CITB to support your application including, if required, previous successful delivery of similar hubs.
- Terms of Bidding and Funding have been read, understood and accepted.
- The proposal meets the criteria required by CITB and the deliverables will be of high quality and to CITB's specifications, set out in the published opportunity.