



Skills for the Future pre-application workshops: Q&As

(last updated 14 December 2009)

In December 2009, HLF ran six workshops to promote the Skills for the Future programme. Over 240 people attended and below are some of the questions they asked. In addition to reading this document, we encourage you to read the **help notes** for the programme and the **evaluation** of our closely-related programme, Training Bursaries. We may update this document periodically before the application deadline of noon on 19 March 2010.

Q1: How firm should costs be at the application stage?

A: Your overall grant request needs to be firm. We will not give a grant increase between awarding a grant in May 2010 and the point at which your training plan is signed off. There may be some possibility of moving costs between budget headings during the development of your training plan but you will need the permission of your grants officer to do this.

Q2: Can we include costs for a Coordinator post?

A: Yes, when this is an additional post for the applicant organisation. If you decide to manage the project using current staff resources, you can include these costs as your organisation's in-kind contribution to the project.

Q3: Is management of the project an eligible cost?

A: We will not fund existing staff costs (unless you are a Third Sector organisation and take a full cost recovery approach in your application; see our guidance *Understanding Full Cost Recovery* and talk to one of our development staff about this). We can fund new posts, where a case is made, and you can include management costs as part of your organisation's or partner's in-kind contribution to the project.

Q4: Can we build in costs to pay the trainer?

A: We would not normally expect to see in your budget payments to the people who are delivering the training, although some expenses are acceptable. Through the project, in return for passing on their expertise, they will be receiving the benefits of trainees working alongside them on real projects. In fact, in some Training Bursaries projects, the placement host or training provider has contributed to the costs of the bursary. If you are working with a target group with high support needs then you may need to include costs for additional support workers or include these as in-kind contributions from your organisation or partners.

Q5: Can we include costs of equipment for trainees?

A: Yes, where they appropriate and reasonable. Value for money will be an important element of our assessment and we would not expect to see a large budget for equipment and capital expenditure in this programme, which is primarily about delivering paid training opportunities.

Q6: Is the bursary payment taxable?

A: Our experience of the Training Bursaries programme tells us that the situation varies between tax offices. Some will categorise the training as work and will ask you to tax the bursary payment; others will categorise it as training and allow you to make a tax-free payment to your trainees. Applicants should speak to their local tax office to confirm the arrangement before applying. Advice from those who have been successful in securing tax-free status is to use the language of 'training' and 'bursary' and not 'work' and 'wage', and not to put the payments through your payroll but to treat them as you might payments to consultants etc.

Q7: What should be the frequency of bursary payments to trainees?

A: Using the Training Bursaries programme as a precedent, most project managers have paid trainees monthly in arrears. Some have built a completion bonus into the payment system.

Q8: Can we include the costs of training assessors?

A: Yes, not least to meet the programme's aim of helping to build capacity within the sector. Costs should be proportionate and the balance of costs in the project should be towards providing opportunities for trainees not trainers. We would not expect, however, to subsidise the core work of a private training provider or an FE college. Where you are including costs for training assessors you will need to make the case that this work is additional and that it is appropriate that the Lottery should fund it. You should explore whether training assessors could be delivered by partners and included as an in-kind contribution to your project.

Q9: Can we train people under 16 years old?

A: No, this programme will create training opportunities of three months or more for people who are 16 and over. It is not focussed on creating work experience opportunities.

Q10: Can we include costs for training that isn't strictly focussed on heritage skills but which will help with employability?

A: Yes, where it is clearly relevant to a career in the heritage sector, helps enhance the experience of the trainee, and/or increases the sustainability of the project. The majority of the project should be focussed on heritage-related but we accept that a small part of the budget might be spent on, for example, health and safety training, or, more specifically, an abseiling course to enhance the skills of a trainee learning millwrighting skills.

Q11: How much of the training should be work-based?

A: A large majority of the training should be delivered in the work place. Trainees working towards qualifications might need to spend some time in a college or with a learning provider but this should be kept to a minimum.

Q12: What is HLF's expectation about the progression of trainees?

A: You should factor in some sustainability into your project. We cannot expect all applicants or training providers to provide trainees with employment, but you should think about what support you will give trainees to ease the transition into employment.

Q13: Can existing staff within the applicant organisation/partnership apply for a training placement?

A: Only if they formally resign from their existing post.

Q14: When can we start to deliver training?

A: As soon as your training plan has been approved and signed off by your grants officer. When we receive your training plan (after May 2010), we will take up to a month to assess it.

Q15: If we are an organisation that would like to deliver over a range of skills and regions/countries, should we make one overall application or separate applications?

A: We will leave it to you to decide. However, you will need to consider value for money and whether it will be more efficient to manage a large project with one co-ordination team or several smaller ones with potentially more staff. You should bear in mind that we will be making fewer than 50 grants to achieve a spread of skills across the UK.

Q16: Can an organisation be both a lead applicant in one bid and a partner in other bids?

A: Yes, in theory. You would need to demonstrate that you have the resources to manage your involvement in several projects and demonstrate why you are the most suitable organisation to provide support. Although your application will be assessed by one of our local offices, we will keep a central log of applicants and partners and share this information across HLF.

Q17: Will there be a regional/country allocation of funding?

A: No. This is a strategic, UK-wide programme and although our Trustees will be seeking to fund a range of skills and types of organisation, and a geographical spread, they will not be ring-fencing money for particular countries or regions.

Q18: Can non-heritage organisations apply?

A: Yes, but the training needs to have a strong heritage focus.

Q19: What percentage of the grant budget will go to conservation skills?

A: The budget has not been broken down in this way. Our Trustees will hope to fund some projects which deliver skills linked to, for example, education, community participation, managing climate change and working with new media in heritage settings.

Q20: What is the minimum number of training placements we can provide?

A: Three placements of 18 months or four placements of 12 months is the minimum number you can provide. If you are providing three month placements, then you will need to provide a minimum of 16 over the period of your project.

Q21: Do all placements have to run concurrently?

No, you can stagger the start of placements across the period of your project (up to five years)

Q22: Is this an apprenticeship scheme?

No. Apprenticeships tend to be funded by the government, which subsidises the costs to employers of training young employees in certain careers. We would not expect to fund training that can already be funded by mainstream government sources. Unlike an apprenticeship scheme, we are not asking you to employ the trainee. However, many of the benefits you offer to individuals through a Skills for the Future placement will be similar to the benefits that an apprentice might expect to receive: high-quality, paid, work-based training that is relevant and accredited.

Q24: Can a training plan be re-submitted if it is assessed not to be of good enough quality?

A: Yes, as long as the re-submission is received before 29 October 2010. Your grants officer (and your mentor, if we have appointed one) will give you guidance to help you produce your training plan.

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