

# BUILDING LEADERSHIP GRANT

## INFORMATION FOR APPLICANTS

### What is the Building Capability Grant?

BCITO wishes to give businesses within the building industry access to study programmes that will help them develop and grow their business. As such, funding in the form of grants are being offered to employers (including managers and/or site supervisors) of current BCITO trainees.

BCITO believes this support will help employers to run successful long-term businesses, better placing them to provide ongoing investment in training and employment within New Zealand's building industry.

### How many grants are available?

Round 1: Twenty (20) grants in total are available.

Round 2: Twenty (20) grants in total are available.

Companies who train with BCITO can only ever be awarded one *Building Leadership Grant*.

### How much are the grants worth?

Each grant available is up to \$3,000 incl. GST (if applicable).

### Who is eligible?

Any employer of a current BCITO apprentice may apply. **This also includes supervisors and managers of an employing company.** Employers must have a current apprentice at the time of application and at the time the grant is claimed. Apprentices must be salaried or waged employees.

### What can the grants be used for?

The grant is solely for Business Development purposes.

#### Examples of Inclusions:

- Consultation with a Business Advisor
- Short courses or seminars on small business management, estimating or contract management
- Higher-level business-related qualifications
- Leadership training

#### Examples of Exclusions:

- Health and Safety courses and courses covered by No Fees
- PPE & Tools cost
- Social Events

Please note, this grant cannot be used to subsidise wages, one application per business.

### How and when can applications be made?

Applications can be made by completing and submitting the BCITO *Building Leadership Grant* Application Form, along with supporting evidence outlined in the application form. This form can be obtained from BCITO Training Advisors or downloaded from the BCITO website by searching '*Building Leadership Grant*'.

### When can applications be made?

Round 1: Applications open on 10 February and must be received on or before 7 March 2025.

Round 2: Applications open on 23 June and must be received on or before 18 July 2025.

### How will applications be considered?

All applications will be considered by a member of BCITO's Senior Leadership Team (SLT).

### How and when will applicants be notified?

All applicants will be notified by email or phone within one month of the application close date. Those awarded must agree to have their names published in any media channel associated with BCITO and must be available for media interview if required.

### How are grants claimed once awarded?

For costs incurred, payment will be made direct to your nominated bank account.

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## APPLICANT DETAILS

Company Name:

Applicant Name:

Training Advisor:

Position of applicant:

Postal address:

Mobile:

Email:

Name of current BCITO apprentice(s):

### *For consideration, all applications must have the following attached:*

- A brief profile of your business and your role within the company
- In approximately 300 to 500 words, tell us:
  - How this grant will help you achieve your business goals
  - The added benefit the grant will bring to your business
  - Your on-going commitment to training
- Your nominated bank account (bank statement or screenshot showing: account name, bank name and bank number)
- Documentation, including full costs (screenshots/invoices/quotes are acceptable) of how you will spend the grant

*Providing limited information could affect the outcome of your application.*

### *Terms and Conditions*

- All applicants must have read, understood and agreed to the BCITO *Building Leadership Grant* information for applicants.
- To be considered, fully completed applications must be received before applications close. Refer to '*Information for Applicants*' for open and close dates.
- Applicants must have a current salary or waged BCITO apprentice at the time of application and at the time the grant is claimed.
- A maximum of one grant per business and you can only be awarded a grant once.
- Each grant available is up to \$3,000 incl GST (if applicable).
- BCITO reserves the right to refuse any grant at any time, for any reason.
- BCITO reserves the right to request evidence of how the funds have been used at any time during the following twelve months after receipt of funds.
- If a trainee terminates from their training agreement, the grant will be forfeited.
- Full grant must be claimed within three (3) months once awarded.

### *Privacy*

If you receive a grant, you agree that BCITO can publicise your name, image and information for promotional purposes, and agree to be available for media interviews if required.

I have read and accept the BCITO *Building Leadership Grant* terms and conditions, as stated above.

Signature of applicant ..... Date .....

Please post applications to:

BCITO  
RE: Building Leadership Grant Application  
PO Box 2615, Wellington 6140  
or send by email to [scholarships@bcito.org.nz](mailto:scholarships@bcito.org.nz)