



## Apprenticeship Grant Guidance Notes

The Apprenticeship Grant is aimed at helping small businesses in any sector, operating in Adur and Worthing area to:

- recruit individuals of any age into employment through the apprenticeship programme
- support existing staff to commence an apprenticeship training programme

This grant is available in relation to apprentices working to approved apprenticeship frameworks, or specialised sector specific apprenticeship training; each employer can receive up to 2 apprenticeship grants during the time the grant is available; each one is worth £1,000.

This grant is relevant to businesses with apprentices starting their training programme before 31st March 2023.

**Payment will be made to the organisation that has made the application and training should not be undertaken until written approval from the Council is received.**

### Eligibility

- Incomplete applications will not be considered
- Businesses must have the core business address located and trading from Adur & Worthing.
- A grant cannot be sought for retrospective training. Prior approval must be given.
- Businesses are classified as those seeking to make a profit and performing a business function. Unfortunately Registered Charities are not eligible for this funding.
- Applications will be considered from individual businesses that have up to 50 paid staff (full time equivalents)
- An applicant/business must have 6 months prior trading and be in a position to prove trading history either through a VAT return or invoice to customers.
- An applicant/business must have no disputes with the Council
- Only one application per candidate to be submitted by the company, to a maximum of 2 apprenticeship grants.
- Evidence will be required to show apprenticeship training programme (start dates/course details)
- Applicant must commit to employing the apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship
- Applicant must agree to pay the apprentice in line with legal minimum requirements or more
- Applicant must provide feedback within 6 months regarding the effectiveness of the grant.
- Grant applications will be processed on a first come first served basis
- Members and officers of the Grant Panel may visit to verify details of the apprenticeship / apprentice.
- No applications will be accepted after 31<sup>st</sup> March 2023
- The Panel reserve the right to explore any data in the public domain and request additional information from directors, training providers and company accountants to satisfy authenticity.

The Panel reserves the right to reject any application in its absolute discretion where there are inaccuracies or the panel cannot verify information.

- THE GRANT IS MADE ON THE STRICT CONDITION THAT IN THE EVENT THE FUNDS ARE NOT DEPLOYED FOR THE SPECIFIED REASON, USING THE APPROVED SUPPLIER(S)/TRAINING PROVIDERS, THE GRANT OBTAINED MUST BE REPAYED. ANY FINANCIAL LIABILITIES TO SUPPLIERS/TRAINING PROVIDERS ARISING FROM THIS ACTION WILL TRANSFER TO THE GRANT APPLICANT.

### **Which Apprentices Qualify?**

Our aim is to enable employers to create new jobs, or to up-skill their existing staff. Eligible employers who want to access the Grant should note that apprentices must:

- live in England
- not be in full-time education
- start an approved apprenticeship before 31<sup>st</sup> March 2023 – start dates taken from the Individual Learning Records submitted by training organisations to the Education & Skills Funding Agency

### **Grant Procedure**

#### **Stages:**

1. Applicant must submit a completed formal application with details of apprenticeship training and training provider. (Where possible the training provider should be based in the Adur and Worthing area)
2. An incomplete application will not be formally registered in the grant process.
3. Checks are carried out with other Council services to ensure that the applicant/business has not been in any disputes with the Council
4. The Grant Panel may arrange a visit with the business and/or gather current evidence to check with future changes and developments of project/appointment of an apprentice.
5. The Council will inform applicant of Grant Panel's decision by email
6. If successful, applicant to confirm acceptance of grant by completing and returning the Apprenticeship Grant Agreement.
7. Applicant to inform Grant Panel of training, by providing evidence of registration. This should be a copy of the Apprenticeship Agreement signed by all 3 parties (learner, training provider and employer).
8. Applicant to commence training as outlined in the application form
9. The Grant Panel may arrange a visit with the business and/or gather evidence of any changes before raising grant payment
10. Applicants/Businesses will need to re-submit an application if an apprentice has not been successfully recruited and in post within 3 months of approval date. All approved monies will be reallocated and/or returned to the grant fund.
11. Upon sufficient evidence of registration, payment will be sent to the applicant via BACS
12. The Council may conduct evaluation through follow up contact on behalf of the Grant Panel.

### **When Do Employers Receive Grant Payment?**

Grant payment of £1,000 will be paid once we have received evidence that a qualifying apprentice has started the training programme.

Further information can be found on our website at:

<https://www.adur-worthing.gov.uk/businesses/support-and-funding/grants-and-funding/>