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| £2,000 available per business RichmondshireApprenticeship Support SchemeThe Richmondshire Apprentice Support Scheme will help small Richmondshire based businesses take on apprentices – either for the first time or in an additional new post. Businesses must meet all the criteria:* Employ less than 50 people, with priority given to businesses with less than 20 employees
* Be based within Richmondshire
* Have an annual turnover of under £50 Million
* Have been trading for at least three months
* Be willing to only employ someone from Richmondshire
* Be able to pay the minimum wage per hour
* Be committed to employing an apprentice for the duration of their training and in conjunction with a suitable learning provider
* Have a trading address in Richmondshire

If you think you could meet the above criteria and would be interested in applying for grant support, please complete an application form and returning to: Samantha.Coultish@richmondshire.gov.uk Grants to support training costs or equipmentGain a valuable qualified employee Support your local economy Richmondshire District Council Mercury HouseStation RoadRichmond North Yorkshire DL10 4JXX:\Business and Community\12. Logos\RDC_LogoColour.jpgTel: 01748 829100 |

RICHMONDSHIRE APPRENTICESHIP SUPPORT SCHEME

GUIDANCE FOR APPLICANTS

* You must have a system in place to pay wages to your new employee. If you do not have this set up, perhaps because you do not currently employ anyone, please continue with your application and we can advise you how to go about putting the required systems in place
* We need a job description for the apprentice role. The information will help us decide whether or not the National Apprenticeship Scheme will be able to find you suitable applicants and match the opportunity to an appropriate Training Provider
* Apprenticeships must be for at least 30 hours per week (except in the minority of circumstances where the learner cannot complete the full 30 hours)
* We need to know the hourly rate of pay. A minimum wage (including off the job training time) must be paid to all apprentices who are under 19 or in the first year of their apprenticeship. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band
* We will need an estimated start date so we know how soon you would like the apprenticeship to start
* The apprenticeship needs to be accessible to people who live in this area - it must be based in Richmondshire
* It must be your intention to employ the apprentice for the duration of their training.
* You must sign the declaration before you submit your application (if the application is submitted on line you will be asked to sign a paper copy if your application is approved)
* We would like to know how you heard about this scheme so that we can tell how successful our marketing has been
* All apprentices must have a contract of employment like any other employee, a copy of which should be provided when you come to claim for the first installment of your grant.
* Grants are offered for a period of six months, where businesses have not employed an apprentice within six months, the grant offer will be withdrawn.
* Grants will be recovered where an apprentice resigns or their contract is terminated, terms of which will be outlined when a grant is offered.
* Grants are paid in two tranches:

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| --- | --- | --- |
|  | **When will this be paid?**  | **Evidence Required** |
| First Installment 50% | Paid following 13 weeks placement | Evidence of wage slips And completion of apprenticeship claim form  |
| Second Installment 50% | Paid following 26 weeks placement |

If you need any help or support in completing this application, sourcing a recognised training provider or are unsure if you qualify for grant support, please contact Samantha Coultish via 01748 901037 or Abi Player via 01748 901040 to discuss this further.

**Richmondshire Apprenticeship**

**Support Scheme**

**Application form**

**About your business**

|  |  |
| --- | --- |
| **Business Name**  |  |
| **Contact Name(s)** |  |
| **Contact position/job title**  |  |
| **Trading Address**  |  |
| **Postcode**  |  |
| **Telephone Number**  |  |
| **Mobile Number**  |  |
| **Email Address** |  |
| **How did you hear about this scheme?**  |  |
| **Website Address** |  |
| **How many employees does your business have?** |  |
| **What is your business type – sole trader, limited company, charity etc?**  |  |
| **What is your business trade – builder, retailer, administration etc?**  |  |
| **Does your business currently pay PAYE and NI contributions? If yes, how do you pay your staff wages – cheque, cash, BACS?** |  |

**About the apprenticeship opportunity**

This section of the form is your opportunity to detail the apprenticeship that you would like for your business. If you are unsure of any of the answers to the following questions, please get in touch. Please also include with your application a copy of your apprenticeship job description and job advert, where applicable.

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Do you have a trading Address within Richmondshire?**  |  |  |
| **This is a new post** |  |  |
| **Has your business an annual turnover below £50 million and/or a balance sheet total of below £43 million?** |  |  |
| **Can you commit to employing an apprentice for the duration of their training?** |  |  |

Please provide as much detail as possible in the section below about your proposed apprenticeship

|  |  |
| --- | --- |
| **Please briefly describe the apprenticeship opportunity including title and main duties** |  |
| **What specific qualification will the apprentice be training towards?**  |  |
| **Have you identified a training provider through the National Apprenticeship Service?**  |  |
| **Have you identified what additional training the apprentice will receive from you as a business?**  |  |
| **What will the hourly rate be?**  |  |
| **How many hours per week will the apprentice work? (minimum 30 hours)** |  |
| **When do you want the apprentice to start?****Please provide a specific date**  |  |
| **Where will the apprentice’s workplace be? If different to the business address** |  |

**Financial Information**

You should detail here, the costs, which you would like funding support towards. For example, for a marketing apprenticeship, you may apply for IT equipment or software to enable them to promote your business, whereas for a hairdressing apprenticeship, they may require their own set of equipment.

* You cannot apply for the apprentice wage or travel costs of the apprentice.
* You can apply for up to £2,000, there is no match funding required although if your costs below exceed £2,000, you could detail where the remaining funds will come from.
* Please note we can only offer grants towards purchases, which have yet to be made, and all invoices must date after an offer of grant is issued, to be eligible for grant support.
* You should supply a minimum of two quotes for each of the purchases listed below and detail which is your preferred quote. Where this is the more expensive of the quotes gathered you should provide an explanation in the box below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item to be purchased** | **Total Cost** (Including VAT where applicable) | **Can you reclaim the VAT?** | **Amount requested from the scheme for each item** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Total**  |  |  |  |

|  |  |
| --- | --- |
| **Where your total project costs exceed £2,000, please detail here where the additional funds will be coming from, for example from business reserves, a loan.**  |  |
| **Were you able to obtain two quotes for each of the items requested and have you included copies with your application? Please detail here if you have had any difficulty and why.** |  |
| **Are you up to date with all of your RDC Council accounts, such as Business Rates, Council Tax, and Licensing Fees etc?** |  |

**Declaration of Interest**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Are any of the Senior Managers of your business related to any member or officer of the Council or is a member or officer of the Council?**  |  |  |
| If yes, please provide name and relationship |
| **Are any Senior Managers of your business related to the apprentice?**  |  |  |
| If yes, please provide name and relationship |

**Declaration**

In signing this agreement, your business agrees:

* that all the information provided is accurate and true and they understand that this application forms the basis of a contract with Richmondshire District Council
* the business has been operational for at least three months, registered with Companies House (where applicable) and all the required policies and insurances are in place for employing staff (Heath and Safety, Public Liability, Employers Liability and Professional Indemnity)
* to be bound by the terms of the grant and understands that they must provide the required financial information in order to claim the apprenticeship grant from the Council
* the grant award is discretionary and that the Council and any other organisations associated with this scheme is within their rights to refuse an award and not obliged to give any reason for refusal
* to inform the Council within five working days, if the apprentice’s employment or training circumstances change at any stage and for any reason within the grant period
* that the Council may terminate the contract and recover any grant payments made to the business that the Council deems have been inappropriately used and/or the business is no longer eligible for
* to the Council discussing and exchanging information in this application with other departments in the Council and with any other organisations associated to this scheme before approving the grant and for the duration of the grant period
* to the Council cross checking other records it may hold with reference to the business
* to the Council retaining this application form and all supporting documentation beyond the grant period
* that the signatory of this declaration is a duly authorised agent for the business.

**Data Protection Notice**

Richmondshire District Council is a Data Controller for the purposes of the Data Protection Act 1998. Any personal information supplied on this form will be processed in accordance with the principles of the Act. If you want to find out more about your rights under the Act visit [www.ico.gov.uk](http://www.ico.gov.uk)

Please post/scan the completed application to: Business and Community Team, Richmondshire District Council, Mercury House, Station Road, Richmond, North Yorkshire DL10 4JX or email: Samantha.Coultish@richmondshire.gov.uk

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| **Please sign below to confirm you agree with the above declaration**  |
| **Name and Position** |  |
| **Signed**  |  |
| **Date** |  |

**Timetable for Decisions**

Applications are considered on a monthly basis. The grants panel will consider only applications, which are fully complete and have no outstanding information required. It is advisable to submit your application in good time before the deadline to ensure that any outstanding information or queries can be resolved before the deadline date.

Please note these deadlines are subject to change, applicants will be informed of any amendments to the timetable at the time of submitting their application.

Applicants should note that the scheme has a limited amount of funding to allocate (£30,000) and once the funds have been allocated in full, the scheme will close to further applications. Any subsequent deadlines will no longer apply. The RDC website will be updated to reflect this accordingly.

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| **Receipt of proposal** **(applications should be received in full by 12 noon)** | **Officer Grant Panel Meeting (Approximate date)** | **Applicants are expected to be informed by the following date:** |
| 1st April 2018 | w/c 9th April 2018 | w/c 16th April 2018 |
| 1st May 2018  | w/c 14th May 2018 | w/c 14th May 2018  |
| 1st June 2018  | w/c 11th June 2018  | w/c 11th June 2018 |
| 1st July 2018  | w/c 9th July 2018  | w/c 9th July 2018 |
| 1st August 2018  | w/c 13th August 2018 | w/c 13th August 2018 |