Trade Grant

TERMS AND CONDITIONS

27 March 2015

The Tameside Trade Grant aims to support new apprentices who need to buy new equipment or clothes or to support a young person starting their own trade business.

These terms and conditions are relevant to Tameside residents and businesses applying for the Trade Grant from the 1 April 2015.

We will offer the Grant to those residents who are eligible to receive it. Please check below whether or not you are eligible to receive the Grant and which apprentices qualify for it.

The Trade Grant is available from 1st April 2015 to 31st March, subject to eligibility.

Could it help you too?

WHAT IS THE TAMESIDE TRADE GRANT?

The Tameside Trade grant is available in two ways for:

a. An apprentice beginning in career in the trades needing to buy trade associated clothing and/or tools.
b. A young person starting their own trades business and needing specialised clothing, tools or a van.

WHAT GRANT AMOUNT IS AVAILABLE?

The maximum grant available is £1000. The amount given will depend on what is purchased. The grant will be given once evidence is provided by way of itemised receipt. Therefore an individual should buy the goods needed then can claim back up to £1000 via the grant scheme.

WHAT GOODS ARE ELIGIBLE?

- Specialist trade clothing –gloves, boots, high visibility clothes, tool belt, uniform etc
- Tools – essential for the role
- Contribution to the purchase of a van bought for trade business purposes

Electronic equipment, including laptops, computers and phones are not eligible for this grant.

WHAT EVIDENCE WILL BE ACCEPTED TO DEMONSTRATE EACH SET OF CRITERIA?

a. An apprentice beginning a career in the trades needing buy clothing and/or tools – receipt of purchase, details of apprenticeship so we can check with the training provider (e.g. name, apprenticeship course, training provider).
b. A young person starting their own trades business and needing specialised clothing, tools or a van – registration documents for the van, receipts of purchase, signed statement of declaration that business is new start up, registered business company name.

The Council reserves the right to request any other evidence we feel appropriate to demonstrate the terms and conditions of the grant have been met.

IS £1000 THE MAXIMUM AMOUNT AVAILABLE?

Yes the amount available is up to £1000 depending on the amount applied for and evidenced by receipts.

WHO IS ELIGIBLE FOR THE TAMESIDE TRADE GRANT?

- Apprentices aged 16 -24 starting a nationally recognised apprenticeship with a training provider recognised by the Skills Funding Agency. The apprenticeship must be starting within 1st April 2015 to 31 March 2016 and must be a Tameside resident working at a place of work within the Tameside boundary.
- A young person aged 16-24 who is setting up their own new trades business in Tameside (1st April 2015 to 31 March 2016).

WHAT TRADES CAN APPLY?

These grants relate to construction and allied industries, including: gas, plumbing, plastering, electrical, joinery, brick work and engineering. This list is not exhaustive, if you are unsure if you can apply, please contact the Employment and Skills team on employment.skills@tameside.gov.uk.

The Council reserves the right to take due diligence when looking to award a grant to a local business. We may look into financial sustainability and nature of the organisation, that is, that the business is engaged with proper and legal activities, to ensure it does not bring the council into disrepute.

HOW DO YOU APPLY?

You must complete and sign the Trade Grant application form. This will be used to check your eligibility. You must also email/post copies of purchase receipts/van registration documents. Please only send copies, as we will not be able to process any application forms without the necessary documents.

We will not accept any responsibility for applications that are incorrectly submitted; or for incorrect information or advice given by training organisations.

Tameside Trade Grant for Employers will be issued on a first-come, first-served basis.

WHEN WILL THE TRADE GRANT BE AVAILABLE?

The trade grant is available from 1 April 2015 to 31 March 2016, subject to budget availability.

HOW MANY GRANTS ARE AVAILABLE?

The total fund available for this grant scheme is finite and grants will be given on a first come first served basis.

HOW CAN I CLAIM THE TRADE GRANT?

Tameside employers claim the Trade Grant through the Employment and Skills team at Tameside Council. We will work with training providers to confirm eligibility for the Grant when submitted by an apprentice. You can access the application via the following web site: http://www.tameside.gov.uk/TamesideJobsPledges

IS THERE A LOT OF PAPERWORK?

Employers will have to sign an online application form with the Council to confirm eligibility for the Grant. Additionally employers will need to provide any purchase receipts or van registration documents – this evidence can be sent electronically or posted to the Employment and Skills team at the Council.

WHAT CHECKS WILL BE MADE ON MY BUSINESS?

For limited companies, checks will be carried out on Companies House and DueDil to ensure legitimacy and registered/trading address.

HOW WILL THE EMPLOYER POSTCODE BE VERIFIED?

The employer's postcode will be verified based on the postcode of the apprentice's place of work or new business premises. This place of work must be within the Tameside Boundary. This may be different to the employer's head office postcode.

WHO DECIDES WHO WILL RECEIVE THE GRANT?

The application information and evidence will be reviewed by council officers in the Employment and Skills team. Following this a sub group of the Borough's Prosperous Board will make a formal decision on whether to award the grant. The sub group is made up of the Chair of the prosperous Board and always 3 representatives from the Board from 3 different organisations. This group will meet each month and review all applications and evidence to make a decision.

IS THERE A RIGHT TO APPEAL IF MY APPLICATION FOR THE GRANT IS TURNED DOWN?

The decision of the Prosperous Board is final. Grants will only be made where criteria are met and fully evidenced. If a substantial change is made to the application following refusal, then the panel may reconsider a further submission of the application.

CAN I COMPLAIN TO THE COUNCIL IF MY APPLICATION IS TURNED DOWN?

Yes you can follow the Council's normal complaints procedure at http://www.tameside.gov.uk/complaints.

WHEN WILL I RECEIVE THE GRANT?

The grant application process may take 4-6 weeks (providing all necessary evidence has been submitted), once your submission is received by Tameside Council.

Payment is in the form of a grant and is therefore exempt from VAT.

WILL THE GRANT AND SPEND BE MONITORED?

The Council reserves the right to monitor all council grant spend. This monitoring could be several months after grant monies are given. If any spend is inconsistent with the terms and conditions contained here within then grant monies may be clawed back. The Council reserves the right to visit the business premises at any time to ensure the application is valid and confirm the accuracy of the application form submitted.

- Grant monies must be spent on business related activities

HOW WILL MY INFORMATION BE USED?

How your information will be used:
The personal information which you include in response to this application will be processed for the following purposes:

- To support your application for a grant under the scheme
- To allow an evaluation sub group comprising of TMBC and none TMBC staff, to authorise the grant.
- To evidence your participation in the grant scheme.

The information you provide will not be used for any other purpose other than for the grant you have applied for, unless it is necessary by law.
The information provided will be processed under strict protocols in accordance with the Data Protection Act 1998 and other relevant legislation. Your information will be held securely and will be held in line with the Council's Retention and Disposal Schedule.
Under the Data Protection Act 1998 you have the right to request a copy of your information (for which a fee of £10 may be charged). Details on how to do this can be found at the Tameside Metropolitan Borough Council website http://www.tameside.gov.uk/dataprotection/access
We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove any information you believe is incorrect. You can do this at any time by emailing; employmentandskills@tameside.gov.uk

WHO CAN BE CONTACTED FOR FURTHER INFORMATION ON THE GRANT?

The Employment and Skills team at Tameside Council:

Email: employmentandskills@tameside.gov.uk

Tel: 0161 342 3629

NEXT STEPS

- Visit http://www.tameside.gov.uk/TamesideJobsPledges to find out more about this grant or contact the Employment and Skills team at the above contact details

- If you are interested then submit an application form, with all necessary evidence to the Council following the details on the web page.
- All forms and evidence will then be checked by the Employment and Skills team, the decision to award the grant will be taken by a sub group of the prosperous Board.