**Greater Manchester ‘SME Apprentice Support Package’ Grant for Employers (GM SME)**

**Greater Manchester Employer Application**

Thank you for your interest in the Greater Manchester ‘SME Apprentice Support Package’ Grant for Employers (‘GM SME’). This document sets out the agreement between you, as the employer applying for the grant, and the Local Authority, who will administer your grant on behalf of the Greater Manchester Combined Authority GMCA).

This agreement must be completed by any employer seeking GM SME in respect of the employment of Apprentices in a GM Workplace who commence in learning between **1st April 2019 and 29th March 2020.**

The GM SME grant has been introduced to provide:

* **financial incentive to employers who are new to apprenticeships to engage with apprenticeships for the 1st time**
* **financial incentive to employers to re-engage with apprenticeships where it is more than 2 years (1st April 2017) since they last employed an apprentice**

The criteria have been developed to meet your needs as a GM employer, together with our labour market and economy insight:

* **GM SME grant has a value of £3000 per employer. For Tameside Businesses this grant has a value of £1500 per business. An employer can receive two payments of £1500 for x 2 apprentices.**
* GM SME is only available to non-levy paying organisations employing apprentices on approved apprenticeship standards, in a GM workplace.
* Employers, and apprentice’s workplace, must be based in Tameside.
* Each employer is eligible for one GM SME grant only (Maximum £3,000).
* GM SME will only be granted where at least one new apprenticeship opportunity has been created
* The grant will become payable once your 1st apprentice has completed 8 weeks in post. **It is recommended you submit your application after the 8 week period has passed, completing Part 1, 2 and 3 of this declaration.** As an employer you will be expected to employ the apprentice for at least the time it takes to complete their apprenticeship programme.
* All apprentices must be employed on at least the national minimum wage for their age.
* A job progression or sustainability plan must be in place for each apprentice.
* All claims for grant funding must be verified by the apprenticeship provider.
* All GM SME grant applications must be made directly to Tameside Council. Funds will be released by said Local Authority.
* All GM SME grant applications must be approved and committed prior to 29th March 2020. Please note that no new applications will be processed beyond 29th March 2020.

**Part 1: GM SME Employer Declaration**

The employer [***full trading name and registered address***]

agrees as follows:

* **The employer would not be in a position to employ this new apprentice without the GM SME Grant (\*see note below)**
* The employer has not previously employed an apprentice or.
* Where the employer has previously employed an apprentice, it has been more than 2 years since their last apprentice **completed** their programme.
* The employer will employ the apprentice for at least the time it takes to complete their apprenticeship programme.
* **The apprentice will be a Tameside resident.**
* **The apprentice will be aged 16-24.**
* The employer will pay the apprentice **at least** the National Minimum Wage appropriate for the apprentice’s age, including time for off the job training.
* The apprentice will be employed by a **Tameside-based employer**.
* The employer is a non-levy paying organisation with **less** than 250 employees, in the United Kingdom, as recorded by the Employer Data Service (EDS).
* The employer has completed the attached State Aid declaration form, confirming that they are aware of and do not breach any State Aid rules, and return it as part of the grant application.
* No aspect of the activity funded by GMCA may be party-political in intention, use, or presentation
* The Grant may not be used to support or promote religious activity.

**Important Information**

* The grant becomes payable once an apprentice has completed 8 weeks in their apprentice role as verified to Tameside Council.
* All payments will be processed after apprentice has completed 8 weeks in post and will take approximately 4-6 weeks before it is received via BACs.
* In the case of an apprentice leaving or being dismissed by the employer and therefore does not complete the apprenticeship Tameside Council reserves the right to recover any payment to the employer. This will be reviewed on a case by case basis.
* **Grants are subject to further eligibility checks and funding availability and the signing of this declaration is not a guarantee of grant funding.**

**Employers Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer and LA registered** | | **Address of Employer** | **Email Address of Employer** |
|  | |  |  |
| **Number of Employees** | **Sector** | **Apprenticeship Standard and Level to be completed** | **Salary Attached to the Role** |
|  |  |  |  |

**Notes**

***\*GM SME is aimed at supporting employers who would not currently be in a position to recruit apprentices without the support of this Grant. If this is not the case the employer should not make a claim***

*\*\* If as an employer you are unsure whether a training organisation has accessed apprenticeship funding for employees in your business (for new recruits or existing employees) but have for example, had a member of staff, irrespective of their age, undertaking work based learning such as NVQs (National Vocational Qualifications) you should contact the training organisation concerned to seek clarification before signing this agreement and claiming the Grant. Checks will be made and where a previous apprenticeship start is recorded against an employer they will not be eligible for the Grant.*

# Part 2: Apprentice Declaration

The Apprenticeship Employer **[*full trading name and full trading address*]**

agrees as follows:

* Any employed apprentices must paid at **least** national minimum wage for their age
* The role(s) must be a sustainable job or have a clearly identified progression route

**Apprentice details**

* Please tick where relevant

|  |  |  |
| --- | --- | --- |
| Gender | Female |  |
| Male |  |
| Not Applicable / Known |  |
| Prefer not to say |  |
|  |  |  |
| Age | 16 - 18 |  |
| 19 - 24 |  |
| 25 - 30 |  |
| 31 - 49 |  |
| 50 - 64 |  |
| 65+ |  |
| Prefer not to say |  |
|  |  |  |
| Ethnicity | Asian / Asian British |  |
| Black / African, Caribbean / Black British |  |
| Mixed / Multiple Ethnic Group |  |
| Other Ethnic Group |  |
| Prefer not to say |  |
| Unknown |  |
| White |  |
|  |  |  |
| Disability | Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem |  |
| Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem |  |
| No information provided by the learner |  |
| Prefer not to say |  |
| Unknown |  |
|  |  |  |
| LAC/Care Leaver | Learner has been a Looked After Child or Care Leaver  **\*Care Home, Family Unit or Foster Care** |  |
| Learner has not been a Looked After Child or Care Leaver |  |
| Prefer not to say |  |
| Unknown |  |

**SIGNATURES**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For and on behalf of the Greater Manchester Employer**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For and on behalf of the Training Organisation**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A scanned copy of this declaration should be returned to Tameside Council, Employment and Skills at the email address below as soon as possible.**

**Please note payments will not be released to employers without receipt of a fully completed and signed Employer Declaration.**

**employmentandskills@tameside.gov.uk**

# Part 3: Training Provider – 8 week confirmation

The Apprenticeship Training Provider **[*full trading name and full trading address*]**

agrees as follows:

* **To declare and verify the apprentice, apprenticeship and employer confirming a minimum of 8 weeks on the apprenticeship.**

The Training Provider must complete part 3 of each application in order to release the SME Apprentice Package Grant of £1,500.00 per apprentice (maximum £3,000 for x 2 apprentices).

The full trading name and full trading address of the **employer…**

|  |  |
| --- | --- |
| **Apprenticeship Title** | **Start Date** |
|  |  |

**Please tick where relevant**

|  |  |  |
| --- | --- | --- |
| A minimum of 8 weeks after the Apprenticeship | I can confirm that I have met and continue to work with the Apprentice |  |
| To my knowledge, the Apprentice has left the Apprenticeship |  |

# Part 4: Apprentice / Provider and Employer Evaluation

The Apprenticeship Training Provider **[*full trading name and full trading address]***

agrees as follows:

* To share an accurate response to the evaluation questions listed below either within 4 weeks of the Apprenticeship being completed or within 4 weeks of the end of the Grants Programme; by **1st May 2020.**
* Every Apprenticeship programme must be completed with an evaluation question.

**Apprentice / Provider Evaluation**

**Please tick where relevant**

|  |  |  |
| --- | --- | --- |
| Apprentice outcome | Apprentice left the programme between 0 - 6 months |  |
| Apprentice left the programme between 7 - 12 months |  |
| Apprentice still enrolled on original apprenticeship programme |  |
| Apprentice progressed onto a further programme |  |
| Apprentice obtained permanent employment as a result of the apprenticeship programme |  |
| Apprentice obtained employment elsewhere |  |
| Prefer not to say |  |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For and on behalf of the Training Organisation**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Evaluation**

The Employer’s **[*full trading name and full trading address*]**

agrees as follows:

* To share an accurate response to the evaluation questions listed below either within 4 weeks of the Apprenticeship being completed or within 4 weeks of the end of the Grants Programme; by **1st May 2020.**
* Every Apprenticeship programme must be completed with an evaluation question.

|  |  |  |
| --- | --- | --- |
| Employer Outcome | As a result of the Grant Programme I, the Employer, took on one Apprentice |  |
| As a result of the Grant Programme I, the Employer, took on more than one Apprentice |  |
| I have had a positive initial experience and have since hired more apprentices |  |
| I have had a positive experience and will seek to employ another apprentice in the future as and when my business requires |  |
| I had a negative experience with the apprentice hired but this will not / has not desired me from hiring another apprentice in the near future |  |
| As a result of a negative experience with an apprentice hired I do not think I will use an apprentice again |  |
| Prefer not to say |  |

**SIGNATURES**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For and on behalf of the Greater Manchester Employer**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State Aid declaration**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Level Data Capture Form**  **(De Minimis)**  **Section One**   |  |  | | --- | --- | | **1. What is your company name?** |  | |  |  | | **2. What is your company’s registered address (including postcode)?** |  | |  |  | | **3. Contact Details** | **Email:** | |  |  | |  | **Telephone:** |   Section Two - (De Minimis)   |  | | --- | | STATE AID RULES  Where activity is supporting individuals to improve their employability and help them move closer to the labour market the aid is being provided to the individual and there are no direct benefits for enterprises. However for those elements which provide support to individuals in employment there may be state aid implications because their employers are receiving support towards the costs of training. Where funding which supports individuals in employment to achieve full or part qualifications this may constitute an aid.  The de minimis regulation enables an enterprise to receive up to €200,000 euros in aid from public resources including ESF) over three fiscal years. Providing such aid is given within the de minimis rules there is no requirement to notify it to the Commission.  To ensure that the requirements of the de minimis regulation are met, scheme administrators must ensure that any award of funding and other public match funding to an enterprise given under the terms of the de minimis block exemption does not breach the €200,000 ceiling over three fiscal years. Member states are required to keep detailed records of any de minimis aid paid for 10 years. EC regulation 1407/2013 for de minimis:   * extends the scope of the regulation to marketing and processing of agricultural products with certain conditions and the transport sector (but not to road haulage operations for the acquisition of road freight transport vehicles). * prohibits the accumulation of de minimis with other block exempted or notified aid schemes for the same costs, and  Increases the de minimis level from €100,000 to €200,000 except the road transport sector which remains at €100,000; and the agriculture section, which its own €15,000 limit under EC regulation 1408/2013 Organisations using the de minimis rules must put in place a monitoring system to ensure the limit is not breached. Typically, such a monitoring system will involve:   * asking enterprises receiving support under their scheme to identify all other sources of support (either in cash or in kind) that they have received in the last three years; * checking if previous de minimis aid is involved, to ensure that the combined assistance does not exceed €200,000 over any three-year rolling period. If the limit is breached, the aid may have to be reduced to ensure the limit is no breached.   The Department for Business, Innovations and Skills (BIS) State Aid Branch advises writing to each recipient in the following terms:  “Under EC regulations 1407/2013 and 1408/2013 (de minimis aid regulations), this is a de minimis aid. There is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than 3 years for other purposes.)”  Although de minimis rules are straightforward in principle, they are difficult and complex to operate in practice because they are not project-related and rely on individual enterprises being able to identify how much aid and under which schemes they have received support over a rolling three-year period. |   **Declaration**  I declare that the amount of De Minimis aid received by the company/organisation over the last three fiscal years is:   |  |  |  | | --- | --- | --- | | **2018/19** | **2019/20** | **TOTAL** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | I confirm that, to the best of my knowledge, the information above is correct and given in good faith. I will notify you of any new aid received from any source during the life of the project. | | | | | **Signed** |  | **Date** |  | | **Name** |  | | | | **Position within firm** |  | | |   This information may be shared with other organisations and Department for Education and Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress. |