

Tameside Trade Grant

Terms and Conditions

1 April 2019 – 31 March 2021

The Tameside Trade Grant (TG) aims to support new apprentices who need to buy new equipment or clothes for their apprenticeship.

These terms and conditions are relevant to Tameside residents applying for the Trade Grant from 1st April 2019.

We may 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 2019 – 31st March 2021 or until funds have been exhausted.

1.0 WHAT IS THE TAMESIDE TRADE GRANT?

The Tameside Trade Grant is available for:

An apprentice beginning a career in the trades needing to purchase trade-associated clothing (which does not adorn a company logo) and/or tools; this excludes PPE items which your place of work should provide to you by law.

2.0 WHAT IS THE MAXIMUM AMOUNT AVAILABLE?

The maximum grant available is: £750.00

The amount awarded will depend on:

- a)** The value of your tool/clothing wish list provided upon submission of application
- b)** The value of items already in your possession evidenced by receipts submitted with application

3.0 WHAT GOODS ARE ELIGIBLE?

Eligible goods that may be purchased with the grant include:

- Specialist trade clothing – gloves, boots, high visibility clothes, tool belt etc. **Please note: the grant will not support the purchase of clothing which adorns a company logo.**
- Tools – essential for the role and level of apprenticeship you are completing.
- Contribution to the purchase of a van bought for trade business purposes.

Electronic equipment, including laptops, phones, computers and radios are not eligible for this grant. Personal Protective Equipment (PPE) is also not eligible.

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

Receipt of purchase/tools wish list, details of apprenticeship so that we can with the training provider (e.g. name, apprenticeship course, training provider 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.

5.0 IS £750.00 THE MAXIMUM AMOUNT AVAILABLE?

Yes, the amount available is up to £750.00 depending on the amount applied for and evidenced by receipts/wish list provided upon submission of application.

Please ensure the total value of your wish list includes VAT where applicable.

6.0 WHO IS ELIGIBLE FOR THE TAMESIDE TRADE GRANT?

Apprentices aged 16-24, starting a new trade apprenticeship **OR** started on a trade apprenticeship from 1st September 2018 – 31st March 2021. The apprenticeship must be nationally recognised with a training provider recognised by the Education and Skills Funding Agency (ESFA). The apprentice must be a Tameside resident working at a place of work within the Tameside boundary.

Tameside Council reserves the right to consider applications from Tameside apprentices completing their apprenticeship with companies outside of the borough.

7.0 WHAT TRADES CAN APPLY?

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

The Council reserves the right to take due diligence when looking to award a grant to an apprentice. We may confirm legitimacy of the apprenticeship with the associated training provider and/or place of work.

8.0 HOW DO YOU APPLY?

You must complete and sign the Trade Grant application form. This will be used to check your eligibility for the grant. Please ensure your wish list and/or receipts are attached with the application form upon submission.

We will not accept any responsibility for applications that are incorrectly submitted; or for incorrect information or advice given by training providers. Incomplete application forms will not be considered for submission to the TEF Grant Panel until all information can be provided.

The Tameside Trade Grant will be awarded upon successful review and approval from the TEF Grant Panel.

Our TG Flowchart will provide a comprehensive breakdown of the application process for the Tameside Trade Grant. You can access the flowchart on the website: <https://www.tameside.gov.uk/tef/tradegrant>

9.0 IS THERE A LOT OF PAPERWORK?

Applicants will be required to complete the Tameside Trade Grant application form in order to apply for the grant. This will be submitted, along with wish list and/or receipts, to the Employment and Skills team at: employmentandskills@tameside.gov.uk

10.0 WHEN WILL THE GRANT BE AVAILABLE?

The grant is available from 1st April 2019 to 31st March 2021.

11.0 HOW MANY GRANTS ARE AVAILABLE?

The total fund available for this grant is finite and grants may be awarded upon successful review and approval from the TEF Grant Panel.

12.0 WHAT CHECKS WILL BE MADE ON MY EMPLOYER?

If applying for the Tameside Trade Grant to support your apprenticeship, business checks will be carried out on your employer's business via Companies House, DueDil or any other means to ensure legitimacy and registered/trading address.

13.0 HOW WILL MY POSTCODE/EMPLOYER'S POST CODE BE VERIFIED?

- a) The applicant's postcode will be verified based on the residential address provided on the application form. **This must be a Tameside postcode in order to qualify for the grant. Tameside Council reserves the right to request further evidence if required.**
- b) The employer's postcode will be verified based on the postcode of the applicant's place of work. This may be different to the employer's head office postcode.

14.0 WHO DECIDES WHO WILL RECEIVE THE GRANT?

The application information and evidence will be reviewed by Employment and Skills officers. Following this, the TEF Grant Panel will make a formal decision on whether to award the grant. The TEF Grant Panel is a sub-group made up of local businesses, executive members and council officers. This group will meet once a month to review all fully completed applications. **Please note: your grant submission will be delayed if all information is not provided.**

15.0 IS THERE A RIGHT TO APPEAL IF MY APPLICATION FOR THE GRANT IS REFUSED?

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

16.0 CAN I COMPLAIN TO THE COUNCIL IF MY APPLICATION IS REFUSED?

Yes, you can follow the Council's normal complaints procedure at:

<https://www.tameside.gov.uk/COMPLAINTS>

17.0 WHEN WILL I RECEIVE THE GRANT?

Evidence must be submitted when available throughout the eligibility period before 31st March 2021. Following receipt of application, Tameside Council will be checking the

application against criteria, and a decision regarding the grant will be taken at a scheduled monthly meeting of the TEF Grant Panel.

Payment is in the form of a grant and is therefore exempt from VAT. Payment will be made 4-6 weeks from the date of the TEF Grant Panel.

You will be required to complete a BACs Verification Form in order to receive payment of your grant. For further information, or any issues regarding the payment of your grant, you can contact: supplierinvoice@tameside.gov.uk

18.0 WILL THE GRANT AND SPEND BE MONITORED?

The Council reserves the right to monitor all council grants 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 the grant monies may be reclaimed.

***Grant monies must be spent on the items stated in the wish list/receipts provided upon submission of application.**

Please note: if any changes are made to the original wish list following receipt of the grant, all evidence must be provided of purchases to the value of the grant awarded. Any unspent monies can be reclaimed by the Council at any time.

19.0 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 Non-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 all applicable UK Data Protection 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 2018 you have the right to request a copy of your information. Details on how to do this can be found at the Tameside Metropolitan Borough Council website: <https://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

This is based on the information not being used for any research or evaluation, in an anonymised format or not. Also that none of the information, whether anonymised or not, will be provided to central government or any European funding organisation.

20.0 WHO CAN BE CONTACTED FOR FURTHER INFORMATION ON THE GRANT?

The Employment and Skills team at Tameside Council:

Email: employmentandskills@tameside.gov.uk

Telephone: 0161 342 3111

21.0 NEXT STEPS

- Visit <https://www.tameside.gov.uk/tef> to find out more about this grant or contact the Employment and Skills team at the above details.
- If you are interested in applying then please enquire via email. Applications will be considered until the end of March 2021.
- All forms and evidence will then be checked by Employment and Skills officers. The decision to award the grant will be made by the TEF Grant Panel.