**Business Grant Application Form**

**02 July 2015**

If you require any assistance completing this form, please contact the Employment and Skills team on 0161 342 3111 / 0161 342 5138 or email employmentandskills@tameside.gov.uk. Thank you.

**KEY CONTACT INFORMATION:**

1. Name of Business: **Click here to enter text.**
2. Nature of Business: **Click here to enter text.**
3. Trading address, (including postcode): **Click here to enter text.**
4. Is this your residential address:

Yes[ ]  No[ ]

1. Name of Key Contact: **Click here to enter text.**
2. Job Title of Key Contact: **Click here to enter text.**
3. Telephone Number: **Click here to enter text.**
4. Email address: **Click here to enter text.**
5. Are you a limited company:

Yes[ ]  No[ ]

If yes, what is your company number: **Click here to enter text.**

**LOCAL INFORMATION:**

1. Tameside Business address where jobs are being created (including postcode) if different from above: **Click here to enter text.**
2. Total Number of Employees: **Click here to enter text.**

**CRITERIA:**

1. On what basis are you applying for the Tameside Business Grant for Employers (TBGE):
2. Create a new job at the Living Wage [ ]
**OR**
3. Create apprenticeship opportunities as an accredited scheme [ ]
4. Which other 2 criteria do you meet:
5. Support local suppliers[ ]
6. Offer mentoring and support[ ]
7. Offer access to training and development[ ]
8. Offer work experience[ ]
9. Create voluntary roles[ ]
10. Support individuals in the Working Well programme where possible[ ]
11. Signpost local people into work through Tameside’s job pledges[ ]

**THE BUSINESS:**

1. As part of the decision process, your business will be discussed at length. Please provide information which you feel will support your application; such as;
* Your activities
* Your achievements
* Your goals
* What sets you apart from other competitors?
* Have you supported any local charities, if so, how and what did you do?
* Have you won any awards?

**Click here to enter text.**

**THE GRANT:**

1. What are you going to use the grant money for? (You must provide specific details of how you intend to spend the grant.) **Click here to enter text.**

**CREATE NEW JOB AT THE LIVING WAGE (OPTION a):**

Please leave this section blank if you are applying under option b (create an apprenticeship)

1. Name of new starter: **Click here to enter text.**
2. Start date of new starter: **Click here to enter text.**
3. Role of new starter: **Click here to enter text.**
4. Full residential address of new starter: **Click here to enter text.**

**APPRENTICESHIP GRANTS (OPTION b):**

Please leave this section blank if you are applying under option a (creating a new job at the Living Wage).

1. Name of individual apprentice: **Click here to enter text.**
2. Start date of apprentice: **Click here to enter text.**
3. Name of Learning Provider: **Click here to enter text.**
4. Individual learning record reference number of Apprentice: **Click here to enter text.**
5. Full residential address of Apprentice: **Click here to enter text.**
6. Please tick, if you meet the all of the following conditions:

[ ]  **I agree to employ an apprentice who**;

LIVES IN TAMESIDE;

IS A NEW RECRUIT OR AN INDIVIDUAL MOVING INTO A NEW ROLE WITHIN THE ORGANISATION;

IS AGED 16 TO 24, ON THE START DATE RECORDED ON THE INDIVIDUAL LEARNING RECORD HELD BY THE TRAINING ORGANISATION;

IS ENROLLED ON AN APPRENTICESHIP FRAMEWORK THROUGH A TRAINING ORGANISATION RECOGNISED BY THE SKILLS FUNDING AGENCY;

IS NOT TAKING PART IN FULL-TIME EDUCATION;

APPRENTICESHIP HAS STARTED IN THE 12 MONTH PERIOD, 1ST APRIL 2017 TO 31ST MARCH 2018.

WILL EMPLOY THE APPRENTICE(S) FOR A MINIMUM OF 12 MONTHS ON THE APPRENTICESHIP PROGRAMME OR THE TIME IT TAKES THEM TO COMPLETE THEIR APPRENTICESHIP, WHICHEVER IS GREATER.

AGREE TO PAY THE APPRENTICE IN LINE WITH THE LEGAL MINIMUM REQUIREMENTS OR MORE.

\*The Council maintains the right to claim back any grant where conditions are not met throughout the entire 12 month period from start date of the apprenticeship.

**DISCLAIMER**

 [ ]  Please tick that you meet all of the following criteria, please note routine checks may be carried out to ensure that these details are correct;

|  |  |
| --- | --- |
| 1. **Create new jobs**
 | 1. **Create an apprenticeship**
 |
| Your Business is located within Tameside | Your Business is located within Tameside |
| Your business has fewer than 250 employees in the United Kingdom, as recorded by Employer Data. | Your business has fewer than 250 employees in the United Kingdom, as recorded by Employer Data. |
| Your business must pay the new employee in line with the living wage as per the Living Wage Foundation. | Your business must pay the new apprentice in line with the correct national minimum apprenticeship wage, according to the employee’s age. |
| Your business must meet **two** of the following criteria;1. Support local suppliers
2. Offer mentoring and support
3. Offer access to training and development
4. Offer work experience
5. Create voluntary roles
6. Support individuals in the Working Well programme where possible
7. Signpost local people into work through Tameside’s jobs pledges
 | The apprentice must be a new recruit or an individual moving into a new role within your organisation. |
|  | The apprentice must be enrolled on an apprenticeship framework/standard through a training provider recognised by the Education and Skills Funding Agency. |
|  | The apprentice must be aged 16 to 24, on the start date recorded on the Individual Learning Record held by the training organisation. |
|  | To commit to employ your apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship. |
|  | Your business must meet two of the following criteria;1. Support local suppliers
2. Offer mentoring and support
3. Offer access to training and development
4. Offer work experience
5. Create voluntary roles
6. Support individuals in the Working Well programme where possible
7. Signpost local people into work through Tameside’s jobs pledges
8. through Tameside’s jobs pledges
 |

**DECLARATION**

1. Do you have a relationship with a Council Employee or Council Member?

Yes [ ]  No [ ]

If yes, please give details: **Click here to enter text.**

1. Would you be happy to take part in press releases/ case studies to promote the Leader’s Pledges?

Yes [ ]  No [ ]

Please note Tameside Council reserves the right to visit business premises to ensure that you have complied with the criteria stated above. If you are found not complying with criteria, Tameside Council can claw back any grant monies awarded.

Data Protection Notice

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

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.

1. Declaration that the information in this application form is true –

 SIGNED :

 PRINT NAME: **Click here to enter text.**

 DATE: **Click here to enter text.**

PLEASE COULD YOU EMAIL THIS FORM TO THE EMPLOYMENT AND SKILLS TEAM AT EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK ALONG WITH ANY EVIDENCE TO SUPPORT YOUR APPLICATION.

**THANK YOU.**