



Tameside Business Grant for Employers (TBGE)

TERMS AND CONDITIONS

27 March 2015

The Tameside Business Grant for Employers (TBGE) has 3 aims:

- **To support businesses to recruit individuals aged 16 to 24 into employment through an apprenticeship programme that would otherwise not be in a position to do so.**
- **To provide an incentive for an employer to create extra job opportunities for local Tameside residents.**
- **To provide an incentive for an employer to help support the local jobs market and local economy.**

These terms and conditions are relevant to Tameside employers meeting TBGE criteria from 1 April 2015.

The grant will be available to those employers who are eligible. Please check below whether or not you are eligible to receive the Grant and which apprentices qualify for it.

The Grant is available from 1 April 2015 to 31st March, subject to eligibility and availability*. You should register your interest by the end of July in order to qualify. Could it help you too?

*The grant will be awarded subject to the availability of funds as there is a finite budget.

WHAT IS TAMESIDE BUSINESS GRANT FOR EMPLOYERS (TBGE)?

Tameside Business Grant for Employers (TBGE) is a grant of £1500 for Tameside employers. We are asking Tameside employers to sign up to our Tameside Jobs pledge where they can demonstrate that they meet the following criteria:

You must meet criteria (a) or (b) in the 12 month period 1st April 2015 to 31st March 2016:

a) Create new jobs and meet living wage requirements with the number of working hours compliant with the Working Time Directive (minimum 30 hours and 48 hours per week); **or**

Create an apprenticeship as an accredited scheme. You must also pay the appropriate apprenticeship salary according to age, with the number of working hours complying with the Working Time Directive (30 hours minimum and maximum of 48 hours per week).

AND two or more of the following:

- i. Support local suppliers
- ii. Offer mentoring and support
- iii. Offer access to training and development
- iv. Offer work experience
- v. Create voluntary roles
- vi. Support individuals in the Working Well programme where possible
- vii. Signpost local people into work through Tameside's jobs pledges

WHAT WILL A BUSINESS GET IN RETURN FOR SIGNING UP TO THE PLEDGE?

If a business signs up to the pledge, they may* get a council grant of £1500, and additional benefits including:

- Access to our contacts locally to help with various business issues e.g. legal issues, recruitment issues etc.
- Access to GM employment and skills related schemes.
- Access to invitation only events with local contractors including Carillion and the Council themselves.
- The chance to make a real impact for people in the local community
- An enhanced local profile and reputation
- New talent into their business
- Improved skills and experience of employees through volunteering and mentoring opportunities

*Awards are subject to availability of funds, as there is a finite budget.

WHAT EVIDENCE WILL BE ACCEPTED TO DEMONSTRATE THE CRITERIA?

As part of the application process, the applicant will need to sign a disclaimer stating that they meet the specified criteria. The Council reserves the right to visit the business to carry out routine checks for auditing purposes. These checks can be carried out at any time.

The disclaimer will outline the below criteria;

a) Create new jobs	b) 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.	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; viii. Support local suppliers ix. Offer mentoring and support x. Offer access to training and development xi. Offer work experience xii. Create voluntary roles xiii. Support individuals in the Working Well programme where possible xiv. 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 through a training provider recognised by the 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.

If applying under option b), the Council will carry out enquiries with the stated learning provider to ensure the apprentice meets the required criteria.

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 £1500 THE MAXIMUM AMOUNT AVAILABLE?

Yes, the maximum amount available will be £1500.

WHO IS ELIGIBLE FOR TAMESIDE BUSINESS GRANT FOR EMPLOYERS (TBGE)?

All those who are eligible should be able to:

- provide a place of work (where the employment for this grant is based) within the Tameside Boundary
- have fewer than 250 employees in the United Kingdom, as recorded by the Employer Data Service (EDS)

If applying based on '(a) create new jobs and meet **living wage requirements** with the number of working hours compliant with the Working Time Directive (minimum 30 hours and 48 hours per week):

- Your business will be expected to sign a waiver which states that they meet the required criteria and are eligible for the grant.

If applying based on '(b) Create an apprenticeship as an accredited scheme. You must also pay the appropriate apprenticeship salary according to age, with the number of working hours complying with the Working Time Directive (30 hours minimum and maximum of 48 hours per week).

- should have had an employee start an apprenticeship between 1st April 2015 to 31st March 2016*
- 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, whichever is the greater
- agree to pay the apprentice in line with legal minimum requirements or more.

If you are unsure of the national minimum wage, please check here; <https://www.gov.uk/national-minimum-wage-rates>

To check whether you are paying the living wage, please check here; <http://www.livingwage.org.uk/>

*We will confirm apprenticeship start dates with the Training provider.

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.

IF I'M APPLYING BASED ON CREATING APPRENTICESHIPS, WHICH APPRENTICES QUALIFY?

Our aim is to support Tameside employers to recruit new 16- to 24-year-olds. Eligible employers who want to access the Grant should note that apprentices must:

- live in Tameside
- be new recruits or an individual moving in to a new role within your organisation
- be aged 16 to 24, on the start date recorded on the Individual Learning Record held by the training organisation
- be enrolled on an apprenticeship framework through a training provider recognised by the Skills Funding Agency
- not taking part in full-time education.

WHEN WILL TBGE BE AVAILABLE?

A two month call to register interest will take place between 1st April and the 31st July 2015. In addition to this, there will be a further call between 1st April and 31st May 2016.

HOW DO EMPLOYERS APPLY?

Once interest has been registered, you must complete and sign TBGE Employer Agreement form and sign a waiver which outlines the criteria for the grant. Once available and before 31st March) to confirm your eligibility.

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

HOW MANY GRANTS ARE AVAILABLE?

This grant scheme has a finite budget. Grants will be given based on meeting criteria and applying within the given timeframes. Each employer is eligible to no more than one grant during the duration of this scheme.

HOW CAN I CLAIM TBGE?

Tameside employers claim TBGE through the Employment and Skills team at Tameside Council. We will work with training providers to confirm eligibility for the Grant when submitted based on apprenticeships . The website is

<http://www.tameside.gov.uk/TamesideJobsPledges>.

IS THERE A LOT OF PAPERWORK?

Employers will be required to register their interest by the end of July 2015. Employers will have to sign an online agreement form and also a waiver with the Council to confirm eligibility for the Grant.

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. 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 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 3 representatives from the Board from 3 different organisations. This group will meet on a monthly basis to review all applications, as it comes in.

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 call ends on the 31st July Evidence must be submitted when available throughout the year before 31st March 2016. Following receipt of the 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 sub group of the Prosperous Board.

Payment is in the form of a grant and is therefore exempt from VAT. Payment will be made within 4 -6 weeks of the decision being taken to award the grant.

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 YOUR 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

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.

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 please register your interest via email with the Employment and Skills team. Applications will be considered until the end of July 2015. Once registered and once evidence is available, submit an employer agreement 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.