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**TRADE GRANT APPLICATION FORM**

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](mailto:employmentandskills@tameside.gov.uk). Thank you.

**KEY CONTACT INFORMATION**

1. NAME OF APPRENTICE / SELF-EMPLOYED APPLICANT:
2. FULL RESIDENTAL ADDRESS:
3. DATE OF BIRTH:
4. TELEPHONE NUMBER:
5. EMAIL:
6. APPRENTICESHIP/FRAMEWORK AND LEVEL:
7. SELF-EMPLOYED BUSINESS / EMPLOYER NAME:
8. SELF-EMPLOYED BUSINESS / EMPLOYER ADDRESS:
9. NAME OF KEY CONTACT (EMPLOYER):
10. JOB TITLE (EMPLOYER):
11. TELEPHONE NUMBER (EMPLOYER):
12. EMAIL (EMPLOYER):
13. AS PART OF THE DECISION MAKING PROCESS, YOUR NEW SELF-EMPLOYED BUSINESS / APPRENTICESHIP ACTIVITIES WILL BE DISCUSSED AT LENGTH. PLEASE PROVIDE INFORMATION WHICH YOU FEEL WILL SUPPORT YOUR APPLICATION, SUCH AS

* YOUR ACTIVITIES?
* YOUR ACHIEVEMENTS/ATTAINMENT?
* YOUR ATTENDANCE LEVELS?
* YOUR GOALS?
* WHAT SETS YOU APART FROM OTHER COMPETITORS/PEERS?
* HAVE YOU SUPPORTED ANY LOCAL CHARITIES, IF SO, HOW AND WHAT DID YOU DO?
* HAVE YOU WON ANY AWARDS?

**CRITERIA**

1. I AM AN APPRENTICE IN TAMESIDE APPLYING FOR THE TRADE GRANT:
2. APPRENTICE RESIDENT IN TAMESIDE ☐
3. SELF-EMPLOYED AND RESIDENT IN TAMESIDE

**THE GRANT**

1. HOW MUCH GRANT MONEY ARE YOU APPLYING FOR (MAXIMUM £1,000)?
2. WHAT ARE YOU USING THE GRANT FOR? (IF YOU CANNOT PROVIDE RECEIPTS, PLEASE PROVIDE UP TO 3 QUOTES/PRICE LISTS FOR THE EQUIPMENT YOU INTEND TO PURCHASE. YOU WILL BE REQUIRED TO PROVIDE RECEIPTS AT A LATER DATE):

**APPRENTICES ONLY**

1. NAME OF TRAINING PROVIDER:
2. INDIVIDUAL LEARNING RECORD REFERENCE NUMBER OF APPRENTICE:
3. PLEASE TICK THE BOX IF YOU MEET ALL OF THE FOLLOWING CRITERIA:

I AM 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 EDUCATION AND SKILLS FUNDING AGENCY;

IS NOT TAKING PART IN FULL-TIME EDUCATION;

APPRENTICESHIP OR TRAINEESHIP HAS STARTED WITHIN 1ST APRIL 2015 TO 31ST MARCH 2018.

\*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 TO CONFIRM THAT YOU MEET ALL OF THE FOLLOWING CRITERIA. PLEASE NOTE ROUTINE CHECKS MAY BE CARRIED OUT TO ENSURE THAT THESE DETAILS ARE CORRECT;

|  |
| --- |
| **Apprentice / Self-Employed** |
| You are aged 16 to 24. |
| You are starting a nationally recognised apprenticeship recognised by the Education and Skills Funding Agency. |
| Your apprenticeship must have started within 1 April 2015 to 31 March 2018. |
| You are a Tameside resident. |
| Your primary place of work is within Tameside. |
| Your apprenticeship / self-employed business is related to construction and allied industries; e.g. gas, plumbing, joinery, plastering, brickwork, engineering, etc. |
| You have kept the receipts for the items bought and are able to send copies of these to the Employment and Skills Team. If you have bought a van, the registration documents will also need to be submitted. Please only send copies, as we are unable to return. |

**DECLARATION**

1. DO YOU HAVE ANY RELATIONSHIP WITH COUNCIL EMPLOYEE OR COUNCIL MEMBER?

YES  NO

IF YES, PLEASE GIVE NAME AND DEPARTMENT: **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

(N.B. IF ANY EVIDENCE IS FOUND WHICH DEMONSTRATES THAT AN APPLICATION HAS HAD INTERNAL INFLUENCE THEN THE APPLICATION WILL NOT BE CONSIDERED).

PLEASE NOTE TAMSIDE COUNCIL RESERVE THE RIGHT TO VISIT YOUR BUSINESS PRESMISE TO ENSURE THAT YOU HAVE COMPLIED WITH THE CRITERIA. IF YOU ARE FOUND NOT COMPLYING WITH CRITERIA, TAMESIDE COUNCOL 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](mailto: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.

2. 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](mailto:EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK) ALONG WITH COPIES OF PURCHASE RECEIPTS/ VAN REGISTRATION DOCUMENTS TO SUPPORT YOUR APPLICATION.

IF YOU DO NOT HAVE SCAN FACILITIES, PLEASE CONTACT THE EMPLOYMENT AND SKILLS TEAM ON THE NUMBER ABOVE.

**THANK YOU.**