

APPRENTICESHIP GRANT

Bromsgrove District and Redditch Borough Councils fund an Apprenticeship Grant which aims to encourage small to medium sized enterprises to employ new apprentices.

CRITERIA -

THE LOCATION OF BUSINESS:

The business must be located within Bromsgrove District or Redditch Borough.

THE APPRENTICE

Must live in Bromsgrove District or Redditch Borough.

THE BUSINESS:

Priority will be given to applications from businesses in the key sectors of advanced manufacturing, digital/creative and IT, life and health sciences, construction, logistics and leisure and tourism.

The business should at the time of applying, employ no more than 1 apprentice.

Must be paying the apprentice more or in line with legal minimum requirements.

The grant must be for new employees only.

The Local Apprenticeship Grant can be used to support apprenticeship applications at any level and for any age, but priority will be given to Advanced levels 3 and 4.

THE GRANT:

1. The grant should be applied for before the apprentice has been appointed. We suggest the business talks to Worcestershire Training Providers Association who can help identify training providers and advertise vacancies.
2. The grant will be paid upon the receipt of a claim form, a contract of employment (stating the start date, terms of the apprenticeship, nature of the training and the home address of the apprentice) and copies of 3 wage slips.
3. Grants will be approved on a first come first served basis and subject to availability.
4. This grant does not affect the business being able to apply for the national AGE grant if eligible <https://www.gov.uk/government/publications/apprenticeship-grant-employer-fact-sheet>

ASSESSING THE APPLICATION:

1. Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales. North Worcestershire Economic Development & Regeneration will not enter into a commitment until the formal acceptance of a grant offer.
2. A check will be made to ascertain whether the applicant has any outstanding debts owed to Bromsgrove District Council, Redditch Borough Council, or Wyre Forest District Council. Any outstanding debts will result in the application being refused.

THE GRANT OFFER:

1. Notification of a decision on the application will be made in writing to the applicant. A grant offer will be made by letter, which will specify:
 - i) The eligible applicant.
 - ii) The eligible apprenticeship framework and level.
 - iii) The maximum amount of grant awarded.
 - iv) The date by which the claim should be claimed
2. A grant offer should be accepted within 21 days of receipt of the letter by returning a copy of the letter signed by the applicant. If the offer is not accepted within 21 days the offer may be withdrawn.
3. All claims which are the subject of the grant should be completed by the date specified in the offer letter and a copy of the contract of employment along with 3 pay slips should be sent to North Worcestershire Economic Development & Regeneration. Where the deadline cannot be met, the applicant should notify North Worcestershire Economic Development & Regeneration as soon as possible. If appropriate, a new deadline will be agreed.
4. Any variations to the agreement must be approved in writing prior to an apprenticeship offer being made. North Worcestershire Economic Development & Regeneration reserves the right to withdraw the offer if it deems changes to the specification are not appropriate for the scheme.
5. Wyre Forest District Council is the data controller for the purposes of the Data Protection Act 1998. The information you provide will be used by the Council and may be shared with other organisations to assist in the administration of your application. We will not sell your data to third parties.
6. By accepting the offer the applicant agrees to take part in any monitoring after the grant is paid which will help North Worcestershire Economic Development & Regeneration to assess the success of the overall grant scheme.
7. By accepting the offer the applicant agrees to participate in publicity, e.g. press releases and photographs, to promote the grant scheme.

PAYMENT OF GRANT:

1. One claim for total grant funding offer will be accepted.
2. Payment of the grant will be made when North Worcestershire Economic Development & Regeneration receives a copy of the employment contract showing the home address of the apprentice and 3 wage slips for the approved grant from the applicant.
3. Payment of the grant will be made directly into the business bank account through the Bank Automated Clearance System.

GENERAL:

1. North Worcestershire Economic Development & Regeneration, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with these terms and conditions of grant.
2. Award of the grant does not imply that North Worcestershire Economic Development & Regeneration is expressing a view regarding the business or its products, nor that they accept responsibility for any debts or liabilities incurred by the applicant, the business or the business associates.
3. North Worcestershire Economic Development & Regeneration reserves the right to recover all or part of the grant it has provided if:
 - The business is sold or ceases to trade for whatever reason within a 78 week period from receipt of the grant.
 - The business relocates outside the boundaries of Bromsgrove, Redditch or Wyre Forest Local Authority areas within a 78 week period from receipt of the grant
 - The apprentice leaves the employment of the applicant through no fault of their own.
4. The decision of North Worcestershire Economic Development & Regeneration is final. It reserves the right to vary the level of grant or reject an application.