MALVERN HILLS GRADUATE INTERNSHIP AND RECRUITMENT GRANTS SCHEME 2019

The Malvern Hills Graduate Grants Scheme is run by Malvern Hill District Council and offers up to £2,000 towards the costs of employing an undergraduate or graduate as either an intern or employee.

Two types of grant are available:

**Internship Grant** - between £250 to £1,000 depending on the duration of the internship based on a 35 hour week.

**Recruitment Grant** – a £1,000 payment for recruiting to a permanent full time graduate level job which is not a fixed term contract.
What is the Malvern Hills Graduate Grant Scheme?

The aim is to support the growth of our small and medium sized businesses (SMEs) by addressing higher level skills shortages.

The scheme is open to all eligible SMEs in our area looking to recruit graduates for the first time or experiencing difficulties finding the right graduate for their needs.

Is my business eligible for the Malvern Hills Graduate Grant Scheme?

The grant scheme is open to all eligible SMEs and all sectors in the Malvern Hills district, with applications prioritised towards businesses operating in one or more of the following high-growth sectors:

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)
- Tourism and Leisure
- Construction

Below are the various grant levels available depending on length of internship and recruitment to a new job.

To receive the £1,000 recruitment grant, an intern on an undergraduate or graduate work experience internship must be permanently employed full time within 24 months of their internship starting, or employed immediately.

<table>
<thead>
<tr>
<th>Internship Duration</th>
<th>Internship Grant maximum</th>
<th>Recruitment Grant</th>
<th>Combined Grants Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 weeks (12 months)</td>
<td>£1,000.00</td>
<td>£1,000.00</td>
<td>£2,000.00</td>
</tr>
<tr>
<td>36 weeks (9 months)</td>
<td>£750.00</td>
<td>£1,000.00</td>
<td>£1,750.00</td>
</tr>
<tr>
<td>26 weeks (6 months)</td>
<td>£500.00</td>
<td>£1,000.00</td>
<td>£1,500.00</td>
</tr>
<tr>
<td>13 weeks (3 months)</td>
<td>£250.00</td>
<td>£1,000.00</td>
<td>£1,250.00</td>
</tr>
<tr>
<td>Taken directly into employment</td>
<td>£0</td>
<td>£1,000.00</td>
<td>£1,000.00</td>
</tr>
</tbody>
</table>

To apply you must:

- Be a private sector SME (classed as having fewer than 250 employees) based and trading in Malvern Hills district.
- Have not received more than £10,000 in training or employment grants from Malvern Hills District Council in the last 5 financial years.
- Appoint an intern studying or qualified to a minimum of Level 5.
- Offer an internship of a minimum of 13 weeks and maximum of 52 weeks.
- Pay a minimum salary of the National Living Wage.
- Employ the intern directly on a fixed term contract for the agreed length of the internship (internship can be extended to suit business needs).
- Have allowed the intern to complete at least 13 weeks of their internship or have signed a permanent contract with the graduate employee.

If you receive an Internship Grant and then want to extend the length of the internship, a variation to grant award agreement will be issued.

Once an intern has been successfully recruited to an eligible graduate level job, the grant application will be formally accepted and you will be notified in writing through a grant award agreement. This is subject to the submission of all required evidence.
You will also need to provide the following evidence:

- A learning/development plan for the new employee.
- Confirmation 13 weeks employment has taken place.
- Permanent employment contract/internship with a salary equivalent to graduate pay in the industry for a minimum of 12 months.
- Employer declaration/grant agreement.

Details you need to know

1. The graduate grants are subject to a successful application and the availability of funds. The council reserves the right to award or reject grants at the council’s discretion. The scheme will be run on a first come first served basis.

2. The employer will employ the appointed intern for the minimum duration of 13 weeks, and on the salary of at least the living wage. The employer shall notify the council as soon as possible of any changes to the status of the employer, the intern or the internship including a change in terms and conditions, which may affect the eligibility of the employer to claim the grant.

3. The employer shall at all times endeavour to make a success of the internship and will support the aim that the intern gains valuable work experience and employability skills, including the ability to follow the career opportunities in the Malvern Hills District economy.

4. The employer is encouraged to use the council grants to improve the salary offer to the intern/employee, or towards benefits such as accommodation/travel to support the intern/employee particularly if they are travelling/ relocating from outside Worcestershire, or invest in training for the benefit of the intern/employee’ career development.

5. The employer agrees to maintain a relationship with the council for a minimum of 12 months from the end of the grant term, enabling monitoring of outcomes from the schemes, and to participate in publicity and press opportunities. This would include both the employer and the intern/employee attending local events, featuring in press, publicity material and providing case studies where this is mutually beneficial to all parties.

6. Malvern Hills District Council reserves the right to recover all or part of the grant it has provided if:
   - The applicant is found to have improperly tried to influence the decision of any officer or Elected Member of Malvern Hills District Council in the award of a grant
   - The business relocates outside the boundaries of Malvern Hills district within a 12 month period from receipt of the grant
   - Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete
   - The internship or graduate level job is terminated by the employer prior to the end of the agreed duration through no fault of the intern/employee, or without reasonable grounds.

7. If it is found that the applicant has any outstanding debts owed then Malvern Hills District Council reserves the right to withhold grant payment until such debts are cleared.

8. The employer shall at all times comply with its obligations under the Equalities Act and shall not discriminate on the grounds of age, race, gender, marital status, religion, sexual orientation or disability.

9. Companies must be less than 25% owned by one or more companies not falling into this definition (for example public investment corporations, institutional investors or venture capital companies, provided no control is exercised).

10. Please read all the information contained within this leaflet carefully. Once you have, then give Christine Butler, our Economic Development Officer, a call on 01684 862183 or email christine.butler@malvernhills.gov.uk if you need to discuss your options.
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Interested? For further information contact:
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