

Rutland Skills Boost Grant Questions

For reference only. Complete the form online at

<https://forms.office.com/e/LRsHpFcqCm>

ORGANISATION INFORMATION

1. Organisation name
2. Organisation address
3. Contact (person responsible for filling out this application)
4. Job title
5. Phone number
6. Email address
7. Website
8. Company registration number or unique taxpayer reference (UTR) number

ORGANISATION ELIGIBILITY

9. Is your organisation based and operating within Rutland? (Yes/No)
10. How long has your organisation been running for?
11. Is your organisation registered with HMRC, Companies House, or another relevant body? (Yes/No)
12. Do you have a UK-based bank account in the organisation's name? (Yes/No)
13. Do you have the appropriate insurance (e.g., Public Liability Insurance)?
14. Are you looking to apply for support for:
 - a. The employees in your organisation;
 - b. Individuals and organisations in Rutland
15. Size of your organisation:
 - a. Micro: Fewer than 10 employees, turnover less than €2 million, or balance sheet total less than €2 million;
 - b. Small: Fewer than 50 employees, turnover less than €10 million, or balance sheet total less than €10 million;

- c. Medium: Fewer than 250 employees, turnover less than €50 million, or balance sheet total less than €43 million

16. Please detail any other grants you have received in the past 3 years.

TRAINING

17. Please describe the skills need you have identified and how this is impacting your organisation, or organisations within Rutland.

18. Please explain the training you have identified and how it will help meet the local skills need.

19. Outline the timeline of the training. Please note training must be paid for and commenced by 28 February 2025.

20. What type of training will be provided? (Select all that apply)

- a. Technical and vocational course or qualifications up to Level 2;
- b. Vocational licence training;
- c. High-value qualifications;
- d. Other

21. Please indicate the positive outcomes expected from the project (Select all that apply):

Addressing skills gaps; Improving business performance; Enhancing staff satisfaction and reducing turnover; Enabling staff promotion or increased pay; Providing support for redundancy situations; Supporting employees as they start a new role; Securing new business opportunities; Other

22. Please expand on the above outcomes that will be achieved in relation to your organisation.

TRAINING BENEFICIARIES

23. Number of employees or individuals receiving training through this provision.

24. Age range of employees (must be 19 or over).

25. Do the employees predominantly work in Rutland, for a Rutland-based organisation?

26. Please explain how the training will impact the individuals being upskilled.

GRANT DETAILS

27. Total project cost in £

28. Amount of Grant Requested in £

29. Are you securing any match funding? If yes, please specify the amount and source(s).

30. Who is providing the training and why did you choose this provider? (You will be required to submit 2 quotes as evidence, including a quote from the supplier you wish to choose)

31. Please confirm and explain how this funding is not available through existing funded programmes. (The training must not be currently available to your planned beneficiaries through other funded provision. This should be supplementary to provision available through national employment and skills programmes.)

Declaration - Rutland Skills Boost Grant Terms and Conditions Summary

1. General Application Requirements

Full Completion: Submit a fully completed application form; incomplete applications may miss funding if the scheme becomes fully allocated during processing.

No Pre-commitment: Do not commit to any suppliers or costs before receiving grant approval, as pre-approved expenditures are ineligible.

Eligibility: Applicants must meet all specified eligibility criteria; if deemed ineligible, they will be notified with no right to appeal.

Terms Modifications: Rutland County Council (RCC) reserves the right to modify grant terms and conditions, notifying applicants as needed.

2. Offer of Grant

Offer Letter: Successful applicants will receive a Grant agreement specifying a deadline for grant claims.

Changes and Deadlines: RCC may withdraw grant offers if deadlines are not met, and any changes in project details or contact information must be reported immediately.

Best Value: Applicants should select suppliers based on best value and avoid conflicts of interest.

Supplier Consistency: Grants are awarded based on specified suppliers; any change in suppliers must be pre-approved by RCC.

Project Execution and Claim Submission: Applicants must pay suppliers and begin training by February 28, 2025. All claims must include receipts and proof of payment from a business bank account. Cash payments are ineligible.

Adjusted Funding: If project costs are lower than the approved grant amount, the grant payment will be adjusted to match the actual expenditure.

3. Grant Payments

Full Supplier Payment: Applicants pay suppliers in full, without cash or credit card payments, providing a bank statement as proof.

BACS Payment: Grant payments will be made by BACS within 20 working days after RCC verifies eligible expenses.

Account Details: Payment errors resulting from incorrect bank details provided by applicants are the applicant's responsibility.

Fraud Prevention: RCC enforces strict anti-fraud policies; falsifying records may lead to prosecution and repayment of funds.

4. Monitoring and Publicity

Progress Evaluation: RCC will follow up on project progress and outcomes, requiring

evidence of results, photos, and a case study.

Acknowledgement: Projects must visibly acknowledge UK Shared Prosperity Fund (UKSPF) support, stating, “This project is [funded/part-funded] by the UK government through the UK Shared Prosperity Fund.”

Data Sharing: RCC and government departments may publish recipient details, including name, address, and grant amounts.

Data Privacy

The Rutland Skills Boost Grant is a business project funded through the UK Shared Prosperity Fund (UKSPF) administered by the Ministry of Housing, Communities and Local Government (MHCLG). Rutland County Council (Funding Manager) process data.

We may also share this data with other business support partners for the purpose of assessing the grant application and provide additional support. It will not be used for any other purpose. We may contact you for further information regarding the interaction, and with details of other opportunities available through the project. The project has obligations to collect the data included within this form to record outputs and outcomes so that Rutland County Council and MHCLG can monitor and evaluate the UKSPF. Rutland County Council will ensure only the relevant information required for this purpose will be provided to DLUHC and other Government agencies as required.

For the purposes of General Data Protection Regulations (GDPR), in terms of the information processed, the following parties are Data Controllers:

MHCLG/RCC – who determines the purpose and criteria for processing

Rutland County Council – Data controller and processor

For further information on how your data is used and shared please see:

<https://www.rutland.gov.uk/council-councillors/gdpr-data-protection/privacy-notice>