

LOCAL EMPLOYMENT AND TRAINING GRANTS PROGRAMME

Guidance for Applicants completing an Application Form

Grants of up to a maximum of £5,000 are available during the financial year commencing April 20XX to March 20XX

Eastbourne Borough Council has a Local Employment and Training Supplementary Planning (SPD) Document which aims to secure local employment and training opportunities at both the construction and operational stage of development. Employment and training opportunities are achieved via formal local labour agreements which obligate contractors and operators. The local labour agreements have criteria namely:

- To support local people whose main residence is within the Borough of Eastbourne.
- To support Small, Medium Enterprise (SME) whose principal place of business is in East Sussex (eg based in East Sussex).

The aim of the Local Employment and Training Grants Programme is to assist local people who are seeking employment in construction/new development operations and encourage the economic viability of SME businesses within East Sussex. This in turn assists in the maintenance and development of the local economy.

Applications to the local employment and training grants programme must either support the construction sector, new operators on developments offering 25+ jobs and/or SMEs. Applications must:

- not duplicate existing provision within the Borough of Eastbourne
- demonstrate how the project/training/activity is different/new from existing provision
- demonstrate/evidence why it is needed
- give a cost per person or per intervention/activity
- support residents and/or small, medium businesses from the Borough of Eastbourne only
- be delivered in the Borough of Eastbourne.

Monitoring of the grant funding monies will be via a written report, no later than three months¹ after completion of the grant funded project, training, activity detailing:

- anonymised details of the local people supported
- outcomes and achievements
- lessons learnt/areas for development
- anonymised case studies/success stories.

¹ In some instances it may be necessary to monitor, review or visit on a monthly or quarterly basis. This will be confirmed when the grant funding is awarded.

Further Qualifying Eligibility Considerations

In addition to the essential grant funding criteria outlined above, the applicants must ensure they meet the minimum criteria detailed below.

Priority may be given to organisations who are not currently in receipt of any grant monies under the Council's Community Grants Programme

Applications may be received from private, public and third sector organisations.

Grants cannot be made to individuals but may be given to an organisation to support an employee in their training and development.

Third sector organisations (eg registered charities, social enterprise and not for profit, etc) must have sound governance arrangements evidenced by a Constitution or Set of Rules which has been signed or adopted by their governing committee. The Constitution must be supported by evidence of meetings and membership arrangements. For private companies, including commercial interest companies (CICs), evidence of company registration will be required.

Applications for grant funding must be supported by the organisation's equality and inclusion policies (Please refer to the Equality Act 2010).

Access to the activity/training/intervention funded by the grant must be inclusive.

Organisations that are successful in their application must have sound financial management and plans and be able to demonstrate good value for money and must provide:

- A **Bank Account Statement** in the group/association/company's name with at least two joint signatories who are not related to each other for all cheques or withdrawals before applying for a grant. On-line banking is discouraged unless there is a system whereby all transactions have to be validated by a secondary 'signatory'. If paper statements are not normally generated, please contact the bank for these.
- A copy of the most recent **Annual Accounts covering the last two years** or a summary of all income and expenditure over a 24-month period. **Registered Charities** must provide independently Audited Accounts.

Grants will not be awarded to organisations where there is **no clear financial need** for a grant, for example:

- Organisations with large financial reserves which are not being deployed for the activities for which a grant is being requested
- Where a significant surplus/profit is made each year which would remove the need for a grant
- Where funds are used to issue grants to other organisations.

All money must be spent within twelve months from award of the grant.

The grants programme will not fund retrospective activities – eg grants will not be awarded to cover monies already spent.

Grant monies will not fund activities/training and education which is the responsibility of a statutory body.

Eastbourne Borough Council reserves the right to reclaim grant monies in the event of it not being used as intended on the application.

Organisations that receive grant funding are required to acknowledge the contribution from the Local Employment and Training Grant Fund on all publicity material.

Application Timeline for Local Employment and Training Grant Funding

1. Application to be submitted by TIME and DATE to EMAIL ADDRESS.
2. Notification of outcome of Local Employment and Training Grant Funding will be by email after DAY and DATE.

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