

Metro West Business Skills Subsidy

Applicant Company



East Dunbartonshire Council

www.eastdunbarton.gov.uk



EUROPE & SCOTLAND

European Social Fund
Investing in your Future

Operational Guidelines

What is the East Dunbartonshire Business Training Support Programme?

East Dunbartonshire Business Training Support is a programme which seeks to improve the competitiveness of East Dunbartonshire businesses by providing formal training of a high standard for all members of the workforce thereby improving their productivity and employability.

- 1.2 Emphasis is placed on flexible delivery of training support such as part-time, open, flexible, online and computer based training. Eligible training fees must be external or additional to the company.
- 1.3 The programme is designed to provide employees with transferable skills and knowledge in a bid to help workers secure their current and future employment.
- 1.4 Applications are encouraged from companies who want to train workers who otherwise may not be considered for inclusion in training.

Eligibility

Eligible companies must:-

- 2.1 Be operating from business premises in East Dunbartonshire
- 2.2 Generate more than 30% of their turnover from out with East Dunbartonshire
- 2.3 Employ less than 250 people worldwide
- 2.4 **Retail companies are not eligible for support**

Trainee Eligibility

Trainees must be permanent, full time or part time employees of the company

What types of training are eligible?

Any type of external training programme will be considered on condition that it provides skills that will demonstrably improve the company competitiveness.
Training that is considered a legislative requirement will **not** be supported.

Who can carry out the training?

All training organisations/providers will be considered by East Dunbartonshire Council under this programme to deliver the specified training.

It is the applicant company's responsibility to draw up an appropriate contract with their specified trainer. The Council's contract will be with the applicant company and not the trainer.

What is the level of the Grant?

Match funding up to 50% will be paid for the external trainer's fees.

- 6.2 The duration of the training programme and the rate charged must be broadly comparable to other similar applications received by the Council. In some case restrictions will be imposed and competitive quotes may be requested.
- 6.3 Details and full costs of the training, including any other financial assistance, must be provided on application.
for rejection.

7.0 How do I apply?

Complete the West Dunbartonshire Business Training Support application form and submit it with the following enclosures:

- 7.1 An up to date copy of your most recent audited accounts or current management accounts.
- 7.2 Comprehensive training plan, detailing the content of all training events, explaining what will be done and providing specific competencies.
- 7.3 Applications received which do not contain the above information will be returned to the applicant company.
- 7.4 If the application appears eligible a Council Officer will visit the company to discuss business objectives and short term trainee competencies.
- 7.5 If approval is given the company will be informed by letter containing the conditions of the award.
- 7.6 If the application is unsuccessful the company will be informed in writing and given the reasons for rejection.
- 7.7 **Training must NOT commence before approval is given as the grant cannot be awarded retrospectively.**

8.0 Approval

- 8.1 Once the grant is approved the applicant company must confirm acceptance of the terms and conditions of the grant.
- 8.2 The acceptance form issued with the letter of approval must be returned within 4 weeks of approval.
- 8.3 Changes to the agreed training programme must be agreed and approved by the Council Officers prior to the changes taking place.

9.0 Claiming the Grant

Details on claiming the grant will be issued to the successful applicant companies, however the following must be noted:-

- 9.1 All companies will be visited by a Council Officer to measure outcomes of the training.
- 9.2 Grant will only be paid if previously agreed qualifications and competencies are achieved.
- 9.3 Training records signed by each trainee, trainer and on behalf of the applicant company must be submitted.
- 9.4 Proof of payment to the trainer i.e. the original invoice and a copy of the bank statement showing the appropriate transaction must be submitted.

10.0 Council's Standard Conditions of Grant Award

- 10.1 The names of all companies receiving grant and the amount may be reported to Council committees.
- 10.2 Additional conditions may be imposed on any applicant as may be considered appropriate by the funders of the scheme.
- 10.3 **The determination of eligibility in respect of any applicant for grant under this scheme shall be within the absolute discretion of the Council.**
- 10.4 Access to books and records. The books and records of the Organisation must be available if required for examination by representatives of the Council and by the Council's external auditors.
- 10.5 The Council reserve the right to recover misused funds and may, at its absolute discretion, withhold further instalments which were to have been made, or may cancel completely the payment of any further sums to the Organisation.

Your and your company details

Company Name

Company Address

Postcode

Phone Number

Fax Number

E-Mail Address

Website

Your Name

Job Title

Number of Employee within East Dunbartonshire?

How many year has the company been trading?

Is the company part of a larger group?

Name of parent company

Address

Number of employee in the group?

Business Sector

1 Agriculture 2 Mining Etc 3 Food, Drink & Tobacco 4 Textiles & Clothing 5 Chemicals 6 Metals & Mineral Products 7 Engineering 8 Other Manufacturing 9 Utilities 10 Construction 11 Distribution, Hotels, Etc 12 Transport & Communication 13 Banking & Business Services 14 Professional Services 15 Other Services 16 Health & Education services 17 Public Administration 18 Non sector Specific

Training Details

Name of Training Organisation	
Address	
Postcode	
Telephone Number	
Fax Number	
Name of Trainer	
Summary of Course	
Number of Hours required to carry out the training	
Training Dates From & To	
Hourly Rate	£
Total Fee (Excluding VAT)	£

Declaration

Financial assistance is entirely at the discretion of East Dunbartonshire Council and will generally not be given if an individual or business owes money to the Council, even if all other eligibility criteria have been met, unless or until all outstanding money is repaid.

In signing this form, I confirm that I / the business do / does not owe any money to East Dunbartonshire Council. I also give my consent to the appropriate financial records, held by East Dunbartonshire Council, being checked specifically for the purposes of confirming eligibility for this financial assistance.

Signature: _____

Date: _____

Please return the completed application form to :

Economic Development & Tourism
East Dunbartonshire Council
Planning, Development & Property Assets
The Triangle
Kirkintilloch Road
Bishopbriggs
Glasgow
G64 2TR

Tel No: 0141 578 8522
Email: angela.mcintyre@eastdunbarton.gov.uk

How did you here about the Training Grant?

Local Economic Development Team

Word of Mouth

Business Gateway

Training Provider

East Dunbartonshire Web Site

Other _____

CHECK

Have you read and understood the guidelines enclosed with the application?

Have you enclosed

Most recent audited accounts.

Details of Training course including Fee (**Excluding VAT**).

A signed application form.

Failure to enclose any of the above will result in the application being returned to your company.