**GUIDANCE NOTES - STAFF TRAINING GRANT**

This discretionary fund can provide a non-digital training grant to businesses that are trading in the area. The grant can be used to cover up to 100% of total costs (excluding VAT) of training activities up to a maximum contribution of £1,000**.** Training should be aimed at management and key workers and have a notional competency threshold of around VQ Level 3. Training that is a statutory requirement or mandatory cannot be funded through this grant.

*Please note that the total amount of grant support awarded to an eligible business in any financial year by the Employability & Skills Team, Inverclyde Council will be no more than 10% of most the recent turnover value of the company.*

If successful, the applicant will receive two copies of an offer letter, one of which should be accepted and returned to the Employability & Skills Team prior to the start of any work. The grant is paid retrospectively into a business bank account following receipt of evidence to show total project expenditure. Please note, applications cannot be considered for projects that have already commenced.

**What can the grant be used for?**

To assist with the purchase of suitable non-digital training programmes for staff.

**Eligibility criteria**

Applicants are eligible if:

* they can demonstrate that their business is trading from an address in Inverclyde
* the business has been trading for at least twelve months
* the business is operating in a sector where there is unlikely to be a high displacement of other local business
* they have attended a 1-2-1 meeting with a Business Adviser from Business Gateway Inverclyde or a member of the Employability & Skills Team, Inverclyde Council

**Application process**

Applicants must submit:

* business plan
* one year cashflow projections
* evidence of trading status
* the last full year’s accredited accounts and up to date management accounts
* if the business is operating from commercial premises, evidence of ownership of a lease
* three quotes of project costs
* business insurance document
* an unredacted copy of the business bank statement, dated within the past 3 months. The statement must also clearly show the name of the account holder, the account number and sort code

There is also an application form which will be issued following a meeting with a Business Adviser from Business Gateway Inverclyde.

**How long does this take?**

Following a meeting with a Business Adviser, once the application has been approved and requisite information submitted, payment is usually made within 20 working days.

**Next steps**

For further information E-mail: [employabilityandskills@inverclyde.gov.uk](mailto:employabilityandskills@inverclyde.gov.uk)