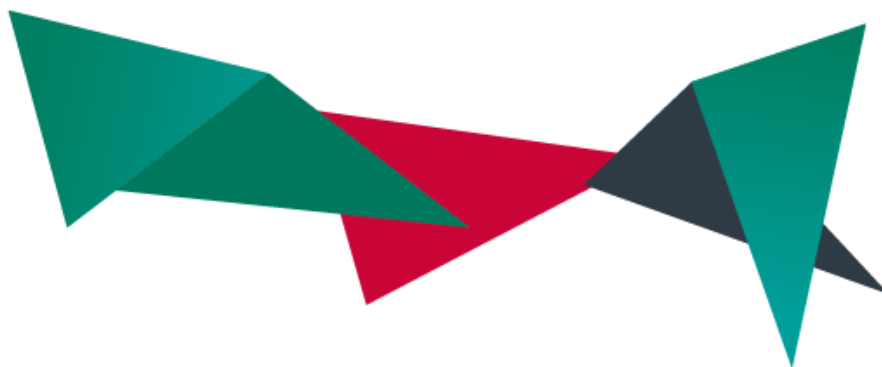




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# Workforce Skills Improvement Grant

## Application guidance notes



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**LEVELLING  
— UP —**



## Purpose of Grant

Cyngor Gwynedd is keen to help businesses upskill their employees by enabling them to release staff to be trained and overcoming other obstacles. There is a grant of up to £3,000 per business (up to 100% of costs covered) available to enable businesses to train workers who are currently trained to level 1 and 2, those in entry-level jobs, and those experiencing in-work poverty.

What qualifies?

You can use this grant to pay for:

1. Training
2. Travel costs
3. The costs of funding another person to do the work of the staff member being trained, while they are receiving the training
4. Other costs associated with freeing up staff to attend training

If your application is successful, in order to claim the above costs, it will be necessary to show:

Training	Invoice from the training company or institution Your bank statement showing that the invoice has been paid Statement from the training company confirming that the employees named in your application have received the relevant training and/or certificates
Travel Costs	Taxi receipt/ bus ticket/ train ticket/ similar for all journeys Car fuel receipt We will pay on a 45p per mile basis for car journeys.
The costs of funding another person to do the work of the staff member being trained	Invoice from the individual if freelance, clearly stating dates worked, which must match the training dates Evidence from your usual accounting system to show payment to a casual worker to include name and pay number Evidence from your usual accounting system to show payment to an existing worker in addition to their usual salary, to include name and pay number Bank statement to show payment to the individual Signed declaration that these costs were only incurred in covering work to allow one of the named workers in your application to attend training Please contact us before accepting the grant offer if you wish to use another type of employee to discuss relevant evidence It is not possible to reclaim the time of another member of staff
Other Costs	Please contact us before accepting the grant offer to discuss the most suitable evidence for additional costs



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## Additional Information

By receiving a grant, your business must undertake to:

1. pay the Real Living Wage if employing staff (over 18) no later than December 2024 (Living Wage Foundation accreditation is not required);
2. to complete an assessment of their use of Welsh with the Welsh Language Commissioner before receiving payment from the Fund and to increase their use of the language working towards receiving the Commissioner's 'Cynnig Cymraeg'.

Please note that Cyngor Gwynedd has complete discretion to support an application to the Fund and the Council's decisions are final. Cyngor Gwynedd's decisions will be subject to the anticipated benefit and entirely dependent on the availability of funding.

We expect strong demand for this grant and unfortunately, we will only be able to support a proportion of the applications we receive.

Cash purchases - You can't buy services with cash

If you're paying for anything by credit card or similar, you'll need to show evidence that you have paid back the credit company in full.

Retrospection - Please wait until you have received an official offer of the grant, and returned it back to us before purchasing/undertaking any services / activities that are part of your application. If you have already committed to or paid for elements of the work in your application, we are willing to consider supporting these elements on a substitution basis – that is, if you receive a grant towards the cost in question, you will need to invest that same value in the development of your business or staff in some other way.

The Council can withdraw a grant proposal, or reclaim money that has already been paid out:

- if you don't use the services you buy, to do what you have outlined in your application form
- if we find that there is something in your application that is wrong
- if there is an unreasonable delay as you move on to purchase or implement the service

The Council will need to ensure that the grant money has been used to pay for the right services, and that they are used in a way that is in line with the terms and conditions of the grant, and any additional conditions if applicable. This can include auditing the work, visiting your business, or any other appropriate way. Once the Council is satisfied that the grant has been properly spent, the Council will release the funds into your business bank account through a BACS payment.

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## Grant Conditions

1. All businesses should be financially viable.
  2. The business should comply with all appropriate regulations, all enforcement policies and service standards that apply to its business sector, including being registered with HMRC for tax payment purposes.
  3. All training work must be carried out by qualified contractors.
  4. The Council reserves the right to contact any of the businesses submitting quotes in connection with your application if further clarity is required.
  5. You will not receive funding for any part of the work you or your business has carried out yourself (whether the business is fully or partially owned).
  6. The Council must be notified of any personal, family or business contact between you/your agent and any supplier or contractor.
  7. It is your responsibility to ensure that you have obtained or complied with all other relevant statutory consents before you submit your application. You must provide evidence of this. Your business or the work you perform must also comply with any other applicable permits/permissions/requirements e.g. Health and Safety
  8. In awarding the grant, the Council does not approve anything beyond the purchase of the service(s) contained in the application.
  9. Money cannot be paid for work that has already started or for any service that has already been purchased
  10. The Council shall not make grants to applicants with substantial debts to any department of the Council.
  11. The Council can check if there is a County Court Judgment against you.
  12. Businesses must trade for a minimum of 30 hours per week to qualify.
  13. The Council reserves the right to publicise the award of the grant.
  14. Any publicity arranged by you relating to the receipt of the grant should indicate the financial support of the Council scheme. This also applies to any marketing materials/websites. Full publicity guides will be provided as part of any official offer of sponsorship.
  15. Once the grant has been approved you cannot include any additional items in the claim unless this has been agreed by the Council.
  16. If the total expenditure is less than what had been envisaged, the grant award shall be reduced pro rata.
  17. The VAT can be claimed as part of the total grant if the applicant has not registered for VAT purposes.
  18. The Council must be notified in writing if there is any change to the way you use the service purchased with the grant
  19. Cyngor Gwynedd holds absolute discretion as regards the terms, eligibility and decisions of grant awards and also reserves the right to amend the criteria at any time
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## **Guidelines for completing the Application Form**

### **Section 3 - Project Description, Time Scale and Funding**

Cyngor Gwynedd agrees to pay a contribution towards the cost of training of the candidate's choice to improve the skills of the relevant business workforce or qualification.

It is the business's decision how much of the workforce will benefit from the training/qualification, but the grant contribution will be £3,000.

The Council does not pay recoverable VAT if a business is registered for VAT purposes but will pay non-recoverable VAT if the business is not registered for VAT purposes. The quote should include the VAT (recoverable or not), travel costs and overheads where they will be eligible costs to include in the grant application.

The applicant will have to re-claim the grant in arrears from the Council in order to pay for the training, based on evidence of expenditure and evidence of the work that has been done.

Cyngor Gwynedd has agreed to pay a maximum grant of £3,000 and the business will be expected to pay the remaining costs directly to the provider.

### **Timetable**

The applicant and provider will be expected to agree on start and end dates. Grant claims must be completed, with all evidence by September 30th, 2024 (at the latest).

### **Section 4 – Value for Money**

This section gives you the opportunity to explain how you hope these training/qualifications will help your business.

### **Section 5 - Employment Details**

Please note the number of people currently working for you and any additional jobs that may be created or protected as a direct result of your grant application being successful and for the project to go ahead.

### **Section 6 – Welsh Language**

Cyngor Gwynedd has an expectation to collect information on the linguistic profile of each grant-making company. Fill the table with the linguistic information and choose the options that are most relevant to your business.

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