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**Viking Community Fund – Guidance for Businesses applying for Apprenticeship Funding**

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| **Before you begin** |
| All sections of the application must be completed, and you must send the other documents we require for due diligence. To give your application the best chance of success, please be concise in your answers to ensure the key information is captured. A full list of questions for the application are attached as an appendix to these guidelines. |

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| **Key information** | |
| Who can I contact if I have any questions or need guidance completing the application? | Eleanor Gear Fund Manager 07538417175 Eleanor.gear@scbf.org.uk |
| How much funding is available? | The Apprenticeship fund has an annual funding pot of £75,000 |
| How much can I apply for? | The maximum amount of financial support to any business over the three years is currently £5,000 – £15,000. The payments will be made in instalments, on completion of a six-monthly monitoring report and a visit by the fund co-ordinator. |
| Where does this money come from? | The Apprenticeship Scheme is financed from the Viking Community Fund. |
| How are decisions made? | SCBF will review the eligibility of your application and prepare an appraisal document for a panel of SCBF directors who will make awards based on budget availability. |
| When are decisions made? | |  |  | | --- | --- | | **Deadline** | **Panel meets** | | 31st May | End of July |   We’ll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not. |
| What can grants be used for? | Financial support will be available for costs involved in employing the apprentice, such as a contribution towards the apprentice’s wages, travel and accommodation, specialist workwear, etc.  The final amount awarded will vary depending on the context and needs of each business and apprenticeship opportunity. Support from the Viking Community Fund will be additional to that provided by any industry governing bodies such as SECTT, SNIPEF and CITB. These grants need to be declared in the application form, as part of the budget for the apprenticeship position. |
| Who can apply? | The scheme will be open to any small private business or social enterprise based in the community benefit area that has less than 15 employees. The apprentice to be employed can be up to the age of 25.  You will also be required to:   * Demonstrate appropriate health and safety procedures * Ensure adequate equipment to cover the range of training required * Provide proof of relevant employee and public liability insurances * Register the apprentice with the appropriate skills body (if relevant)   SCBF are particularly interested if the apprenticeship helps a young person stay in, or move into, the area. The panel is also keen to support apprenticeships where the employment will assist in improving local skills shortages. |

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| **Guidance on completing the application form** | |
| General guidelines | * Please complete all relevant sections. Incomplete applications will be returned. * In order to give your application the best chance of success, please provide as much information as possible for each section. * Please don’t write ‘see attached’ on any part of the form as a substitute for information – although if you wish to include other documents (besides those requested at the end of the application) with which to support and supplement your application then you are welcome to do so. * Please round figures up to the nearest pound. * Link to website detailing range of apprenticeship frameworks [Search apprenticeship types | Apprenticeships.scot](https://www.apprenticeships.scot/browse-frameworks/?frameworkAudience=Individual&searchTerm=&apprenticeshipType=undefined) (includes a section on training providers and support) |

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| **What happens next?** | |
| SCBF staff will check the eligibility of your application and prepare an appraisal document for the panel who will decide upon your application. A decision should be made and advised within 2 weeks of the panel meeting date. Any delays will be advised as soon as possible.  **Appendix 1 – Application questions** | |
| **Business Support for Apprenticeship - Application Questions** | |
| Section 1 Contact Details | * Contact name:   + This should be the person we address any correspondence with regarding the application, such as requests for further information or any grant offer. * Name of Business:   + This should be the registered name of your business or organisation and that appears on your bank account statement. * Position in organisation   + Manager, Secretary, Chairperson etc. * Telephone number – daytime and alternative:   + The number of the main contact named on the application. * Contact email:   + This will be the email address we will use to send any correspondence regarding the application. * Correspondence address with postcode |
| Section 2 Business and Finance Information | * Your registered company number * Accounting information   + Total turnover last accounting year   + Total profit/loss last accounting year * Other financial information   + Value and nature of assets associated with the business   + Value and source of any loans associated with the business   + Other sources of funding associated with the business |
| Section 3 Apprentice Position | * The type of apprenticeship to be followed   + Modern apprenticeship, graduate apprenticeship * Proposed start/finish date * How will you ensure the apprentice receives support and mentoring in the role   + Do you have a dedicated employee to mentor them? Will you be directly supporting them yourself? * Do you already have a suitable candidate you are keen to appoint, if yes, complete section 4 |
| Section 4 Candidate details | This section is only for completion if an apprentice has already been selected   * Name of apprentice * Age at date of application * Address * Qualifications to be studied * How were they identified/recruited * Apprentice voice   + A statement from the apprentice on how they feel undertaking this apprenticeship, i.e. why do they want to do it? Has it opened up an opportunity to them not previously available? Is it allowing them to remain in their local area? |
| Section 5 Impact of apprenticeship | * Impact of the apprenticeship to your business, the apprentice and the wider community   + How will offering the apprenticeship opportunity help your business now and in the future? Will it improve a skills gap? What will the young person gain from the apprenticeship? |
| Apprenticeship budget | * A table detailing each of the costs associated with employing the apprentice and who would be funding these in years 1, 2, 3 and 4 * Salary Costs   + What is the full annual salary for the apprentice, what is the hourly pay and how many hours per week will they be working   + If you intend to pay an enhanced rate (higher than the national minimum wage for apprentices), how much would the VCF be contributing towards this increase annually and hourly. * Equipment   + What does the business want to provide in terms of equipment to help the apprentice * Clothing   + Are there PPE requirements for the job that you require funding for? * Course fees (if not covered by another party)   + Are there additional training courses you would like the apprentice to do where this isn’t already covered by the current apprenticeship framework provision that would enhance their learning? * Travel to college and overnight stays   + Are there additional costs being incurred by the employer whilst the apprentice attends college on the mainland? * Your time invested (% of total working week)   + How much one-on-one training time do you need to dedicate to the apprentice from your working week? |
| Supporting documents | * Your latest annual accounts * Relevant insurance documents, i.e. employers liability insurance * A copy of your child protection/vulnerable adults policy (if applicable) * The details of a referee that can be contacted in support of your application if required. |