**SCBF Advanced Grant Scheme Guidance for Businesses – Funding Apprenticeships**

**Apprenticeship Funding**

There is a wealth of information and support available to businesses who employ an apprentice and all other sources of available funding must be utilised prior to applying to SCBF for a grant. Only applications which can evidence that they have accessed such sources and where, without additional funding, the apprenticeship may be jeopardised, will be considered.

The AGS does not intend to provide support where it is available elsewhere but will consider grant applications for the following areas;

* Training – providing access to certified training. Employers can already reclaim up to 95% of this from the government, however, there are maximum amounts the government will pay depending on the sector and qualification. The employer is expected to cover any shortfall.
* Equipment required to do the role – e.g. PPE, tools for a mechanic, laptop for office based work. Materials, such as study books, which do not exceed the lifespan of the apprenticeship are reclaimable from the government, funding would not be available for those.

What we **will not** fund?

* Salary costs – Employers are generally expected to cover the salary cost of an apprentice.
* Travel and subsistence – already reclaimable from the government (Train Shetland deals with this locally).

**Total Grant Application Amounts Considered**

The total amount awarded towards apprenticeships is limited/capped at £500 to £1,000 per apprentice.

**Other issues**

SCBF will need evidence that the apprenticeship and/or training may not go-ahead without support from AGS

SCBF and the local community council will also need evidence that the apprenticeship and/or training is intended for an essential skill in the local community.

Document Date – March 2021

Document Review Date – April 2024