

# Digital Apprenticeship Wage Subsidy Grant

As part of C4DI's Beta Satellite programme, North Yorkshire Council (NYC) will support 10 small businesses with a one-off grant of £2,500. The grant will help businesses in Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty to create a new opportunity for an extra employee, to become an apprentice in a digital-centric role.

## Application Form

### Application guidelines

The business must meet all the criteria:

- Priority given to businesses with under 50 employees.
- Be based in the constituency areas of Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty, and have a trading address within these constituency areas.
- Have an annual turnover under £50 million and a balance sheet of under £43 million.
- Have been trading for at least three months.
- Employ a new or additional apprentice in a digital role.
- Be willing to be willing to employ someone living in the constituency areas of Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty.
- Be able to pay the minimum wage for an apprentice of £5.28 an hour, increasing to £6.40 in April 2024.
- Be committed to employing an apprentice for the duration of their training and in conjunction with a suitable and accredited Training Provider.

Please complete the application form overleaf using the following guidelines:

- It must be your intention to engage in the wider "C4DI Beta Satellites" programme offered by C4DI.
- You must provide a job description for the apprentice role. The information will help us decide whether or not the role is considered digital and if you will be able to find suitable applicants and an appropriate Training Provider.

- Apprentices must be employed for at least 30 hours per week (except in the minority of circumstances where the learner cannot complete the full 30 hours). Apprentices under 18 years old, can't work more than 8 hours a day or 40 hours a week.
- Apprentices must be paid a minimum wage of £5.28 per hour (including off the job training time) if they are under 19 or in the first year of their apprenticeship. This increases to £6.40 in April 2024. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band.
- You must provide an estimated start date so we know how soon you would like the apprenticeship to start. The scheme supports businesses interested in employing an apprentice for the first time, or who want to employ an additional apprentice, and cannot be used to subsidise an existing apprentice.
- The apprenticeship needs to be accessible to people who live in this area - it must be based in the constituency areas of Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty.
- It must be your intention to employ the apprentice for the duration of their training with an accredited Training Provider.
- You must have a system in place to pay wages to your new employee. If you do not have this set up, perhaps because you do not currently employ anyone, please continue with your application and we can advise you how to go about putting the required systems in place. Apprentices should be appropriately registered with HMRC and tax/NI paid where applicable.
- You must sign the declaration before you submit your application.
- We would like to know how you heard about this scheme so that we can tell how successful our marketing has been.
- Even if you do not qualify for this scheme, we may be able to offer some further advice.

Please read the fact sheet and application guidelines on the front of this form before completing.

This form is editable – it can be saved, typed into and emailed.

Please email the completed application to [apprenticeships.ham@northyorks.gov.uk](mailto:apprenticeships.ham@northyorks.gov.uk)

## Business Information

Business name:

Contact name(s):

Position/job title:

Trading address:

Postcode:

Contact number:

Contact email:

Number of **full time equivalent** employees your business has (including agency staff and employees of parent and subsidiary businesses):

	Yes	No
Is your trading address within Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty?		
Is this a new post?		
Does your business have an annual turnover less than £50 million?		
Is your balance sheet total less than £43 million?		
Has your business been established/operations for at least three months?		
Can you commit to employing an apprentice for the duration of their training?		
Does your business pay business rates?		
Has small business rate relief been granted?		

Any other comments?

Please provide your Business Rates and/or Council Tax account number as shown on your Demand Notice (10 digits with a check digit so 11 in total).

Business Rates account number:

Council Tax account number:

What is your business type – sole trader, limited company etc?

What is your business or trade – retailer, software developer etc?

Does your business currently pay PAYE and NI contributions?

If yes, how do you pay your staff wages – cheque, BACS etc?

How did you hear about this scheme?

Contact with NYC

Through another business

Through another organisation

NYC website

Press release

Social media

## Apprentice Information

Please include a job description with this application

What will the hourly rate be?

How many hours a week will the apprentice work?

When do you want the apprentice to start?

Where will the apprentice's workplace be?

Have you appointed to the role?

If yes, where do they live?

What is their age?

Name of accredited Training Provider:

Title and level of apprenticeship:

## Declaration of Interest

Are any of the Senior Managers of your business related to any member or officer of the council or is a member or officer of the council?

Yes No

If yes, please give name and relationship/role:

Are any of the Senior Managers of your business related to the apprentice?

Yes No

If yes, please give name and relationship/role:

## Declaration

In signing this agreement your business agrees:

- that all the information provided is accurate and true and they understand that this application forms the basis of a contract with North Yorkshire Council.
- the business has been operational for at least three months, registered with Companies House (where applicable) and all the required policies and insurances are in place for employing staff (Health and Safety, Public Liability, Employers Liability and Professional Indemnity).
- to be bound by the terms of the grant and understands that they must provide the required financial information to claim the apprenticeship grant from the council.
- the grant award is discretionary, and that the council and any other organisations associated with this scheme is within their rights to refuse an award and not obliged to give any reason for refusal.
- to inform the council within five working days, if the apprentice's employment or training circumstances change at any stage and for any reason within the grant period.
- that the council may terminate the contract and recover any grant payments made to the business that the council deems have been inappropriately used and/or the business is no longer eligible for.
- to the council discussing and exchanging information in this application with other departments in the council and with any other organisations associated to this scheme before approving the grant and for the duration of the grant period.
- to the council cross checking other records it may hold with reference to the business
- to the council verifying any information provided and checking the businesses accounts to ensure that they are up to date (council tax, non-domestic rates, etc).
- to the council retaining this application form and all supporting documentation beyond the grant period.
- to be contacted about other grant opportunities in future.
- that the signatory of this declaration is a duly authorised agent for the business.



## Contact us

Online: <https://www.northyorks.gov.uk/contact-us>

North Yorkshire Council, County Hall, Northallerton, North Yorkshire, DL7 8AD

You can request this information in another language or format at

<https://www.northyorks.gov.uk/accessibility>