

# WORKFORCE DEVELOPMENT GRANT

## Guidance Notes



## 1. Introduction

This guidance sets out the criteria we use for the Workforce Development Grant which has been funded by the UK Shared Prosperity Fund.

We have been allocated £3.495m of UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) of which £400,000 is being used for the People and Skills investment priority.

A total budget of £240,000 has been allocated to the West Lindsey Workforce Development Grant.

This grant provides funding for **REVENUE** expenditure only. In these guidance notes you will find details of the criteria and eligibility.

We understand the critical role that employers can play in delivering the key skills that benefit their organisations to address skills shortages and training needs within the workforce. This includes:

- Technical and vocational qualifications and courses up to level 2.
- Training for vocational licences to address driver shortages.
- High value qualifications where there is a need for additional skills capacity that cannot be met through mainstream funding.

## 2. Contact details

We're aware that some applicants may require additional advice and guidance. Our officers are available to discuss the scheme with you before you apply. If you require any assistance in completing an application or would like a consultation meeting, please contact us.

Our officers can provide advice and support on:

- Evidence of need/demand
- Obtaining quotes
- Completing the application form
- Other sources of funding
- Measuring benefits

You can contact us via e-mail or telephone:

E-mail: [skills@west-lindsey.gov.uk](mailto:skills@west-lindsey.gov.uk)

Telephone: 01427 676676

## 3. How to apply to this grant scheme

### Step 1: Expression of Interest Form

This short form provides us with some basic details about your organisation, identified training or development, and costs. It allows us to check your organisation and training or development needs against the eligibility criteria for this grant.

- We will review your Expression of Interest Form within 7 days.
- The Expression of Interest Form can be completed online:  
[www.west-lindsey.gov.uk/workforcegrant](http://www.west-lindsey.gov.uk/workforcegrant)

### Step 2: Application Form

The Application Form gives us more detailed information about the training or development you wish to undertake. It includes questions about organisational need, the impact you expect the training or development to have and a financial breakdown.

- We will send you an Application Form after reviewing your Expression of Interest.
- We will review your Application Form within 4 weeks.
- Where possible, we will accept and use application forms you have already completed for other funders.

## 4. Closing Dates for this fund

This scheme will close to applications on 31<sup>st</sup> December 2024.

This scheme may close earlier if all available funding is awarded.

Our website provides up to date information on the status for all our grant funds.

Visit: [www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

## 5. Grant amount available

**Micro Business** (less than 10 employees)

The **maximum** grant available is **£2,500**

**Small Business** (less than 50 employees)

The **maximum** grant available is **£5,000**

**Medium Business** (less than 250 employees)

The **maximum** grant available is **£10,000**

- We can fund up to **100% of project costs** however, securing match funding will be viewed favourably in the review process.
- We may offer reduced grant awards subject to our budget available for this grant scheme.
- Eligible organisations can submit a maximum of two applications. A second application can only be accepted upon full completion of the first awarded grant.

## 6. Criteria for this grant

### Key Criteria

- All training and development must have started before 28<sup>th</sup> February 2025.
- All training and development must have been paid for by 31<sup>st</sup> March 2025.
- All training and development must have been completed by 30<sup>th</sup> September 2025.
- The organisation must be based or operating within West Lindsey.
- Employees receiving training or development must predominantly work in West Lindsey.
- Employees receiving training or development must be over the age of 19 years.
- The organisation must have been trading for at least 12 months.
- All grants will be a one-off grant with no on-going funding commitment.

## **Positive outcomes and differences to local employers**

The main aim of this grant is to help support local employers to upskill the workforce. All applicants must provide information about the positive outcomes that will be delivered for their organisation and people.

Here are some examples of outcomes that training or development could achieve:

- Address immediate and future skills gaps.
- To help improve business performance.
- Improve staff satisfaction/motivation and reduce staff turnover.
- Provide support for staff facing redundancy.
- Create a competitive advantage in your marketplace.
- Improve opportunities to win new business.

## **Organisational Requirements**

- The organisation must be registered with HMRC, Companies House or another appropriate governing body.
- UK based bank account in the same name (or trading name) as the organisation.
- Safeguarding policies (for training or development involving vulnerable people).
- Any required insurance policies (e.g., Public Liability Insurance).

## **Freedom of Information Act**

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore, any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.

## **Grant Funding Agreement**

If offered funding, we will complete a '**Grant Funding Agreement**' between the council and your organisation.

It is essential you do not begin spending against your project until you have a fully signed Grant Funding Agreement. Our officers can provide additional advice and support when completing a grant agreement.



## 7. What this grant can be spent on

- ✓ Technical and vocational qualifications and courses up to level 2.
- ✓ Training for vocational licences to address driver shortages.
- ✓ High value qualifications or training where there is a need for additional skills capacity that cannot be met through mainstream funding.

## 8. What this grant CANNOT be spent on

- ✗ Capital costs
- ✗ Anything illegal
- ✗ Promotion of any religion
- ✗ VAT if your organisation can reclaim it
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Anything contrary to the Council's financial regulations, policies or strategies
- ✗ Anything that an organisation has a statutory obligation to deliver
- ✗ Anything that has already been spent or committed before receiving a grant (known as retrospective funding)
- ✗ Anything that is already fully funded or subsidised through any other government departments/scheme.

## 9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Small Medium Enterprise (SME)
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Public Sector Organisations\*
- ✓ Registered charities
- ✓ Parish and Town Councils
- ✓ Schools or Academies\*

\* Training or development delivered by these organisations must be for wider resident and/or student benefit and not to support normal school or business activity.

## 10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure that it's achieving best value and delivering results for the local community. It also enables you to learn what has worked well and where there have been challenges.

All successful applicants will be required to complete an end of project evaluation form. We use this information to highlight the importance of investing in the local workforce.

We will work with you on monitoring and evaluating your grant to:

- Demonstrate that this funding has had a positive impact on the business. We will collect both quantitative and qualitative evidence.
- Approve that the training or development activities have been delivered in the way described in the application and other requested documentation.
- Collect feedback, including publicity, user comments, survey information, photographs, and video.
- Demonstrate how training or development has ensured inclusion and accessibility for all.
- Understand more about what you learned and what skills you developed as individuals and as an organisation.

## 11. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

### **Phase 1 – Eligibility Check**

We check eligibility of your project against the criteria of this fund.

### **Phase 2 – Application Scoring**

We score your application against our set funding criteria for this grant scheme.

### **Phase 3 – Panel Review**

Our panel for this grant fund makes a final decision on whether to offer funding.

## 12. Updates to these Guidance Notes

These Guidance Notes were adopted on 9 May 2024.

Updated versions of Guidance Notes will not apply to grants already made.  
The document in use at the time of a grant being made will continue to be used.