

BETTER BUSINESS GRANT

Apprenticeship Grant

Terms and Conditions

Apprentice Grants - up to £2,000 per apprentice

1. Background

This Grant forms part of the Better Business Support Package, a Government of Jersey initiative designed to increase productivity and protect competitiveness during the transition to a living wage.

This grant provides targeted support to businesses that employ apprentices who are paid during their attendance in Government subsidy approved Apprenticeship pathways. These Terms and Conditions of the grant outline the requirements and responsibilities of the Recipient Organisation to ensure compliance with relevant legislation and the effective and approved use of public funds.

2. Funding

This Grant provides employers with a payment of £2,000 per qualifying apprentice.

Payment of the Grant will be made in one payment following the verification of apprentices attending the approved courses outlined in the application and following the signing and digital submission of these Terms and Conditions.

The end date for the Terms and Conditions is defined as the completion date of the approved apprenticeship course. In cases involving multiple apprenticeships, the completion date of the course that concludes last will be applicable.

3. Administration

Key Delivery Partners and Stakeholders Responsible

- **Department for the Economy:** Overall administration and governance of the Grant.
- **Jersey Business Ltd:** Intermediary Delivery Partner responsible for day-to-day administration, governance and monitoring.
- **Recipient Organisation:** As the Ultimate Beneficiary, responsible for the apprentice(s) attendance of the approved course(s) outlined in the approved application, and in accordance with the terms of these Terms and Conditions.

This Grant is being made available by the Department for the Economy, Government of Jersey (The Authority) and Jersey Business Ltd acting as intermediary delivery partner distributing Grant monies to successful Recipient Organisation (the Ultimate Beneficiary).

Jersey Business Ltd will oversee the governance and compliance of the Grant, ensuring public funds are spent appropriately and that value for money is achieved.

The Ultimate Beneficiary must maintain robust controls and governance to ensure adherence to these Grant Terms and Conditions.

The Ultimate Beneficiary should ensure sufficient resources are allocated to the approved apprenticeship course(s) agreed to in the application to ensure the completion of activities and the maximum impact of the monies to enhance productivity within the Recipient Organisation.

This should include the utilisation of monies as laid out in the Grant application, and the timely provision of clear invoices and receipts.

4. Recipient Declaration Obligations

The Recipient Organisation is responsible for ensuring successful completion of the approved apprenticeship course as documented in the Grant application form, and in accordance with the Terms and Conditions of the Grant.

The approved apprenticeship course must be completed by the agreed deadline stated in the project application unless otherwise agreed in advance with Jersey Business Ltd.

The Recipient Organisation must:

- Comply with all relevant legislation, including the Public Finances (Jersey) Law 2019, the Public Records (Jersey) Law 2002, the Data Protection (Jersey) Law 2018, and the Discrimination (Jersey) Law 2013
- Ensure all relevant evidence of apprentice(s) employment and attendance are stored securely and provided to Jersey Business Ltd as necessary
- Ensure the apprentice(s) are released from their work to attend and fulfil the approved courses
- The apprentice(s) will be fully and fairly remunerated during their training and as a minimum to the value of the prevailing current minimum wage threshold.
- Notify Jersey Business Ltd immediately if it becomes apparent that the apprentice(s) will not complete the course level the grant has been awarded for by the agreed deadline

5. Sanctions/Clawbacks

In the event of non-compliance with the Terms and Conditions of this Grant, the Government of Jersey (the Authority) reserves the right to withhold or recover Grant payments.

This includes situations where the Grant is used for purposes other than those specified in the funding application or where the apprentice(s) has/have not completed the approved course within the agreed timeframe.

The Authority and/or Jersey Business Ltd may also deduct an amount equal to any unauthorised allocation of the Grant from the balance of any monies otherwise to be paid to the Recipient Organisation.

The Recipient Organisation agrees to return the aforesaid monies in full in a timely and efficient manner, and no later than 30 working days of the repayment request.

6. Risk Management

The Recipient Organisation must maintain robust controls and governance to ensure adherence to the Terms and Conditions of the Grant. This includes safeguarding policies and procedures where appropriate, compliance with relevant legislation, and effective risk management practices.

7. Project and Scheme Success

The Recipient Organisation must provide full and timely responses to the project surveys issued by Jersey Business Ltd throughout and beyond the project period to support the effective reporting of project and scheme success. The information to be reported within this process relates to the application experience, and the successful completion of the apprenticeship course relative to the objectives outlined in the application.

8. DECLARATION

By signing and submitting the grant terms and conditions, you confirm that:

1. You are the nominated and authorised representative within the Recipient Organisation to accept the Terms and Conditions.
2. The information provided in the organisation's application is true and correct
3. All Directors, shareholders or similar bodies commit to the key responsibilities of the recipient organisation and confirm that they understand the requirements laid out in this document
4. None of the directors have been convicted of fraud, bribery, or any other crimes that would prevent them from being directors according to Jersey law
5. The Recipient Organisation is able to meet its financial obligations for a minimum period of the next 12 months

6. You consent to Jersey Business, Government of Jersey and Revenue Jersey sharing data for the purpose of verifying business data confirming eligibility for Grant funding, and in the event of instigating clawback or sanction action

Noting in relation to point 6. above, the name(s) of the Recipient Organisation will remain confidential to the data sharing process and not made public unless specifically consented to by the aforesaid applicant.

I confirm I have read and understood the Better Business Grant Terms and Conditions, and hereby agree to uphold the requirements therein

Unique Application Reference: Apprentice Name(s)

Approved Grant Amount:

Organisation Name:

Organisation Address: Authorised Signatory Name:

Role:

Signature:

Date: