

# Guidance Document for Apprenticeship Better Business Grant

This document is to assist you with completing the Better Business Grant application process. It should hand hold you through the process as every question in the Grant Portal is explained here.

## 1. Help with completing the company profile

### Your Details

Question	Guidance
Position in company	Input your position in company e.g. Managing Director.
Telephone	Input the best phone number for Jersey Business to contact you on to discuss your application for the grant.
How did you hear about the grants?	Select from the drop-down menu that best describes how you found out about the grants.

### Company Details

Question	Guidance
Company name	Input the registered name of the company, this can be found on official documents like the business license document.
Company address	Input the registered address of the company.
Business license number	Input the business license number, this number can be found on your combined employer return.
TIN (Taxpayer Identification Number)	Input the TIN (Taxpayer Identification Number) This number is issued by Revenue Jersey and can be found on tax documents. The number should be 10 digits in length.
Authorised Signatory	Input the full name of the person who has been given the legal authority to sign documents and make any final decisions on behalf of the company or organisation for this grant application
Are you part of a Jersey – based parent company?	Select yes if the company is a subsidiary of another Jersey company.
What type of entity is your business?	Select from the drop-down menu the legal structure of the company. The options are; LTD, LLP, LLC or foundation, Sole Trader or Partnership. This information can be found on the company's registration documents.
Business Sector	Select from the drop down list the sector in which the company operates. Choose the sector that best fits your company.

How long have you been trading?	Select from the drop down the length of time the company has been actively trading, this may be different from the company set up date. This will inform us which grants you are eligible for. (6 months to 18 months are eligible for minor grant and 18+ months are eligible for major grants).
When did you start trading?	Input the date when the company started actively trading from, this information can be found in the company's registration documents.
Are you a not for profit or charity?	Select yes if you are a not-for-profit or registered charity organisation. If you select yes to this question, you will then be prompted to provide your registered charity number.
Have you received or are you in the process of applying for other government grants this year?	Select yes if the company has been in receipt of other grants from the government of Jersey for this year. If you select yes to this question, later in the application you will be asked to provide further details of these grants.
Do you operate as part of the visitor economy?	Select yes if your business is related to tourism or hospitality (including visitor accommodation, visitor experiences, and hospitality businesses). There is an additional grant for Visitor Economy businesses; by answering yes and providing evidence you will be able to apply for this grant in addition to the other grants available
Are you on an agreed time to pay payment plan? <i>This applies to businesses who have an agreed tax payment plan with the Government of Jersey.</i>	Select yes if you are on an agreed time to pay payment plan with the Government of Jersey. This means that at some point in the past your business has fallen behind on its tax, social security, or other government payment obligations and you have agreed a repayment plan with the Government of Jersey. If you select yes to this question later in the application you will be asked to provide the Time to Pay (TTP) reference number, if known

**Visitor Economy Details (you will only see this section if you answered yes earlier in the application to being part of the visitor economy)**

Question	Guidance
Visitor Economy Details <i>Businesses in the Visitor Economy are eligible to apply for an additional grant aimed at building resilience in this sector. We are currently accepting Visitor Economy Development Grant applications from the Hospitality and Tourism sectors, including visitor accommodation, visitor experiences, and hospitality businesses. Please share which of</i>	Please share how you contribute to the visitor economy. We are currently accepting applications from the hospitality and tourism sectors, including visitor accommodation, visitor experiences, and hospitality businesses. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant. You may want to share how your business engages with visitors to the island and how visitors contribute to your sales. Where possible please share data that may support your case.

<p><i>these sectors you fit into below. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant.</i></p>	
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**Jersey-based Parent Company (you will only see this question if you answered yes earlier in the application to having a parent company)**

Question	Guidance
Parent company name	Input the registered name of the Jersey parent company, this can be found on official documents like the business license document.
Are the people working in your business contracted by the parent company or an employing company?	Select yes if employees are contracted by the parent company or an employing company under the parent company. Businesses may be eligible for the grants if employees are contracted by either the parent company, an employing company under the same parent company or the company
Employing company TIN (Tax identification number)	Input the TIN (Taxpayer Identification Number) number of the employing company, this number is issued by Revenue Jersey and can be found on tax documents. The number should be 10 digits in length.
Employing company business license number	Input the business license number of the employing company, this number can be found on your combined employer return.

**TTP Number (you will only see this question if you answered yes earlier in the application to having a TTP)**

Question	Guidance
Time to Pay (TTP) arrangement reference number, if known	Earlier in the application you said yes to having a time to pay arrangement in place due to arrears on tax, social security and/or other obligations. Please input the time to pay arrangement reference number if you know it. Not all companies on a tax payment plan will have a reference number, however it would be helpful if you are able to provide it for us to efficiently verify your eligibility.

## Charity Number (you will only see this question if you answered yes earlier in the application to being a registered charity)

Question	Guidance
Charity registration number	Earlier in the application you said yes to being a registered charity. Please input the registration number for the charity. If you need further assistance, you can contact the Jersey Charity Commissioner <a href="https://charitycommissioner.je/">https://charitycommissioner.je/</a> They should be able to provide you with the necessary information regarding your charity registration number.

## Government Grants (you will only see this question if you answered yes earlier in the application to receiving other government grants)

Question	Guidance
Please provide details of the government grant you have received or are in the process of applying for this year	<p>Earlier in the application you said that you are receiving other grants from the Government of Jersey this year. Please input details of the government grants you have received in the past or are in the process of applying for. Select the 'add' button and add in the name, value, reason for the grant / type of project and awarding Government department. Then press submit.</p> <p>To edit or delete the details you have input press the downward arrow on the right-hand side of the table and a drop-down menu will appear to allow this.</p> <p>Here are links to some different Government of Jersey Grants that if you have received this year or are applying for you would need to state:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.je/Benefits/Grants/Pages/default.aspx">https://www.gov.je/Benefits/Grants/Pages/default.aspx</a></li> <li>• <a href="#">Arts grants and how to apply</a></li> <li>• <a href="#">Connect Me: connecting our communities grant scheme</a></li> <li>• <a href="#">Rural and Marine Economy</a> (Support Schemes)</li> </ul> <p>If your grant isn't covered above, you will still need to tell us about it.</p> <p>Please note that having other grants from Government of Jersey does not make you ineligible to apply however grants must be for different projects.</p>

## Tell us about your employees

Question	Guidance
How many zero-hour employees do you have?	Input the number of employees on a zero-hour contract. This should be a whole number.
How many part-time employees do you have? <i>Under 25 hours per week</i>	Input the number of employees on part-time contracts (under 25 hours per week). This should be a whole number.
How many full-time employees do you have?	Input the number of employees on full-time contracts (over 25 hours per week). This should be a whole number.

What's the lowest hourly wage that you pay to any of your employees?

*What was the lowest hourly wage you paid in January of this year? Please note that this is for data collection purposes only.*

What was the lowest hourly wage you paid in January of this year? Please note that this is for data collection purposes only and will not impact your eligibility.

To calculate an hourly wage from an annual salary, follow these steps:  
Determine the annual salary you want to convert. For example, let's use £50,000.

Identify the number of hours worked in a week. For a full-time job, this is usually 40 hours per week.

Multiply your weekly hours by the number of work weeks per year. Typically, there are 52 weeks in a year.

Example: 40 hours per week X 52 weeks per year = 2,080 hours per year.  
Divide Salary by Total Hours: Divide the annual salary by the total hours worked in a year to get the hourly wage.

Example: £50,000 / 2,080 hours = £24.04 per hour.

## 2) Help with completing the Apprenticeship Grant application form

### Apprenticeship Grant Application

Question	Guidance
<p>What apprenticeship(s) are your employees on?</p> <p><i>Please provide below the details of all employees on apprenticeships that you wish to apply for. Include their course details so that we can verify this with the relevant course provider.</i></p> <p><i>Please note that courses that started in the previous year are ineligible for a grant.</i></p>	<p>Please enter here all the apprentices you have that commenced an academic new level of their apprenticeship this year (or are on a degree level apprenticeship)</p> <p>Apprentice grants are available to any apprentice on an approved course that has a start date in 2025 or 2026. You can apply in 2025 and 2026 if they a new level of study in these years.</p> <p>i.e. for an apprentice who started Level 2 of an apprenticeship in September 2024 finishing in July 2025 you cannot retrospectively claim for that academic year</p> <p>But if that apprentice continues their course and starts a level 3 of their apprenticeship in September 2025 you can then claim a grant for that year's level 3 apprenticeship. (as it started in the year of the grant application) If that apprentice then starts another level in September 2026 (in this example a level 4) you can apply for another grant, in 2026</p> <p><b>Course:</b> Select from the drop down the course name  <b>Level:</b> Select from the drop down the level of the course that the apprentice will commence this year.  <b>Start date:</b> Input the date the level commences  <b>End date:</b> Input the date the level ends on (for degree level apprentices that study the same level for multiple years enter the original course start date, and final course end date.  <b>Apprentice name:</b> Input the apprentice's full name  <b>Apprentice date of birth:</b> Input the apprentices date of birth this is required so that we can verify apprentices (as duplicate names can occur)</p> <p>If any of these fields are missing, we will be unable to verify your apprentice with the course provider so make sure their completed in full</p>

### Confirm here the total number of apprentices you are applying for

Question	Guidance
<p>Number of apprentices</p> <p><i>Please make sure that this corresponds to the total number of apprentices you have named in the table on the previous page.</i></p>	<p>This question is simply a double check step, enter here the total number of apprentices you have entered in the question before – your total grant amount will automatically be shown when you do this</p>

## Conflict of interest

Question	Guidance
<p>Conflict of interest</p> <p><i>If you or your business have any personal or direct business connection with the Jersey Business team or Board you must disclose the details here. Please also give details of any personal connections you may have with suppliers that will be used in the course of your project.</i></p>	<p>If you disclose any connections, it should not affect your application. Any named Jersey Business individual's will not be involved in processing your grant application</p>

## Confirm self-declaration

Question	Guidance
<p>Do you confirm all the following about you and your business:</p> <ul style="list-style-type: none"> <li>- No board member has been convicted of financial crimes (fraud, bribery, money laundering etc.).</li> <li>- You consent to Jersey Business, Government of Jersey, and Revenue Jersey sharing data for verifying business data confirming eligibility for Grant funding, and in the event of instigating claw back or sanction action.</li> <li>- You understand the payment process.</li> <li>- You are aware this application goes through an approval process before being approved.</li> <li>- The business has financial capacity to fulfill its operational obligations for a</li> </ul>	<p>Select yes if you confirm to all the declarations</p> <p>This eligibility confirmation process involves a check of the company data you have submitted to ensure that the business meets the eligibility criteria to be able to apply for a grant. If the information you have submitted is not verified by the government your application will not be approved. Apprenticeship applications will also be verified by the course providers to confirm that apprentices listed in the application have completed the attendance requirements of the apprenticeship applied for.</p> <p>Please make sure you have read the grants payment process document before submitting an application. Click <a href="#">here</a>.</p> <p>The company is not in significant debt, or danger of insolvency.</p>

minimum of the next 12 months.

- If you have any conflicts of interest with Jersey Business, it's team or Board then you have disclosed this above

Once you are happy that you have completed your application to give it the best chance of success, you should click submit. If you want time to review your application – do not click submit and your application will be saved for you to return to and amend before submission.