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HM Government

**Rushcliffe Borough Council
UK Shared Prosperity Fund**

**Rushcliffe
Internship Grant**

Business Guidance

Aim of the grant scheme

The Rushcliffe Borough Council Internship Grant offers the opportunity to small businesses to receive financial assistance to employ an intern within their business through UK Shared Prosperity funding.

The aim of the grant is to encourage small businesses in Rushcliffe to engage with young talent in the Borough to help both parties develop and grow. Funding is available to businesses to cover a proportion of their intern's wages over a 4 or 6-week placement. Businesses are however free to set the internship length to a longer period if they wish. The Internship Grant aims to:

- Offer small businesses financial assistance to take on an intern to help them grow
- Give small business support in making a 'first hire'.
- Create opportunities for Rushcliffe residents to engage in real working opportunities, gain valuable skills and boost their employability.
- Stimulate increased numbers of young and economically inactive people into the workplace.

Duration of the grant scheme

The Rushcliffe Internship Grant will be available for applications from 1 April 2024 and will close once all the funding is allocated. All internship grants awarded must be claimed before March 2025.

Amount of grant funding that you can apply for

The grant will cover a proportion of your intern's salary. These figures are based on an intern being employed 3 days a week on National Living Wage (£11.44) for a 4 or 6-week period, leaving opportunity for study alongside the internship. Businesses are welcome to set their own length of internship at their discretion but be aware that grant funding will only apply to the 4 and 6-week period amounts detailed below.

Businesses can claim the following amounts to cover intern salary:

4-week internship - £750

6-week internship - £1000

Important - businesses will have the freedom to employ an intern of their choosing. Businesses will be wholly responsible for the recruitment process, training, insurance, safety and HR management of their intern as the employer.

Either the business or intern (or both) must be Rushcliffe based.

Interns will be contacted upon completion of their placement to provide feedback.

2. Grant criteria and eligible expenditure

Eligibility criteria

Internship grants are available to those businesses who meet the following criteria:

- Business address registered within Nottinghamshire.
- Businesses based outside of Rushcliffe who wish to engage in the intern programme **must** employ an intern who is a Rushcliffe resident.
- Businesses based within Rushcliffe have freedom to employ an intern who is a Nottinghamshire resident.
- The internship funding cannot be used to fund an established post within the business – evidence will need to be provided that this is a new post supporting new activity within the business.

Interns must:

- Be 18+ years old as of the date of application
- Not be in full time work
- Ideally be a Rushcliffe resident.
- Businesses based outside of Rushcliffe **must** employ a Rushcliffe based intern.

Grants are open to businesses which meet the following criteria:

- Has been trading for a minimum of 6 months
- Has a turnover of less than £10m
- Has between 1 and 30 employees
- Businesses who pay their business rates to us (Rushcliffe Borough Council), or their relevant local authority, receive small business rate relief
- Is registered with Companies House or the Charity Commission OR is a sole trader or partnership with a Unique Tax Reference Number from HMRC.
- Must be able to fund and evidence 100% of the intern wages for the 4 or 6-week term upfront from their own resources (funding is retrospective).
- Holds a business bank account (a 'trading as' account is acceptable). A business bank account is a trading commercial account in the name of the applying business. All purchases must be made via the business account and all claim payments will be made to the same business account. Personal or current accounts are NOT eligible.
- All appropriate licences and permissions are in place and food businesses have achieved a food hygiene rating of 4 or greater.
- Accept whole responsibility for the recruitment, safeguarding and training of their intern.

Eligible project activity

The Rushcliffe Internship Grant can assist with covering intern salary costs over the course of the first 4 or 6 weeks of their internship. The grant will be awarded dependent on:

1. Businesses conducting a full, fair, and inclusive recruitment process.
2. Businesses providing interns with a comprehensive induction and training package including relevant health and safety training.

3. Interns completing at least 4 weeks of employment within the business.
4. Businesses **must** have registered their interest in the internship programme **before** beginning the recruitment process.

Businesses and/or interns may be contacted to verify that these processes have taken place. Businesses will need to provide proof of salary payment to their intern ahead of the grant being processed.

Ineligible project activity

The following cannot be supported by the grant:

- Training costs to upskill existing members of staff (see Skills Development Fund)
- Any capital or revenue projects within the business
- Any other activity outside of covering the intern's salary.

The list of ineligible project activities is not definitive, and all proposals will be assessed for eligibility by Rushcliffe Borough Council.

Availability of grant

All grants are made at the discretion of Rushcliffe Borough Council and are subject to availability of funding.

Timescale

You must have completed your 4 or 6-week internship period and have claimed back your grant amount by March 1st 2025.

Grant amount:

The Internship Grant will provide set amounts of funding based on an intern being employed 3 days a week (22 hours) on National Living Wage (£11.44) for a 4 or 6-week period, leaving opportunity for study alongside the internship. Businesses are welcome to set their own length of internship at their discretion but be aware that grant funding will only apply to the 4 and 6-week period amounts detailed below.

Businesses can claim the following amounts to cover intern salary:

- 4-week internship - £750
- 6-week internship - £1000

National Insurance, Tax & Pension Contributions

Businesses are wholly responsible for ensuring the intern has the necessary financial documentation in place **before** the commencement of the internship.

3. Applying for the grant

Businesses should register their interest in the internship programme and will receive an invitation to apply. Businesses will then be expected to submit a completed application form including (but not limited to) the following information:

- Intended length of internship term
- Intended working pattern for the internship (full or part-time)
- Expected work streams/focuses for the intern

Following successful recruitment, the business will also be expected to provide:

- Full name, date of birth and address of their intern
- Contact details for the intern
- Intern NI number

Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales.

Decision on applications

All applications will be subject to an assessment by Rushcliffe Borough Council and the amount offered will be at the discretion of Rushcliffe Borough Council and only whilst funds are available. The decision of Rushcliffe Borough Council is final. It reserves the right to vary the level of grant or reject an application.

Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by letter, which will specify:

- The eligible applicant
- The maximum amount of grant awarded
- The date by which the expenditure should be completed

Payment of grant

- Grants are discretionary and Rushcliffe Borough Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.
- No retrospective costs can be paid – do not begin recruitment, placement or paying of the intern before following the application process.
- Business applicants must submit the claim (including invoices and evidence of payment) for grant assistance within one month of the enrolment date as stated in the offer letter. Payment will be subject to the business and intern having satisfactorily completed the given internship period and complied with all terms and conditions of the scheme. Non-completion of study may result in grant amount being claimed back.
- Payment of the grant will only be made when Rushcliffe Borough Council receives confirmation of employment, evidence of proper processes and evidence of payment for

the intern salary for the placement period. Invoices dated before the date of the offer letter will not be eligible for payment.

- Payment of the grant will be made into the either the applicant's business bank account (or 'trading as' account) via BACS.

IMPORTANT

No claims will be paid where payments to an intern were made by cash, by a third party or by cheque. All payments to interns must be made from a business bank account.

FAQs

Am I (the business) responsible and liable for the intern during their placement?

Yes. As the employer, you are wholly responsible for the inclusive and fair recruitment, training and safeguarding of your intern for the duration of their placement with you. Interns will be contacted to provide feedback upon completion of their placement.

Do I need to provide evidence of payment?

Yes. You will need to provide evidence of the payment of salary to your intern ahead of claiming back your grant amount.

Can I apply to the Internship Programme more than once?

No. As the employer, businesses have the option to extend the intern placement period following the grant payment if desired. Alternatively, businesses can offer formal employment to suitable interns.

Will I need to pay the grant back?

No, the funding provided to a successful applicant is a grant and not a loan. Businesses or residents will be required to pay grant funding back if conditions in the grant offer letter and contract are not adhered to.

Where can the Business Rates Account Number be found?

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Rushcliffe Borough Council are unable to provide your account number to you to avoid cases of fraud.