

**SEFTON WAYS TO WORK ILM PROGRAMME**

**EXPRESSION OF INTEREST (EOI) Stage 1**

Sefton Council has a grant offer that aims to stimulate the supply of employment opportunities for residents currently not in employment, education and/or training (NEET). This programme is known as an Intermediate Labour Market opportunity (ILM) Ways to Work.

There are a limited number of grants available so it is important that you complete and return the **Expression of Interest Form (below)** at your earliest opportunity as funding applications will be selected on a first come first served basis, subject to approval.

**What is an ILM?**

An ILM is an Intermediate Labour Market Job Role offered to an eligible person over the age of 16 by an employer lasting up to 26 weeks.

**What does this involve?**

You will offer a participant an employment contract for 26 weeks, paying at least National Minimum Wage for age for a minimum of 35 hrs per week. In return you will receive a grant to cover the full wage costs and any associated costs i.e. National insurance contribution. Funding will be paid to you in arrears on a monthly basis once we have received relevant pay claim documentation (i.e. time sheets, payslips, bank transfer/BACs evidence and proof of wage defrayment).

**Taking on a participant**

In order to qualify for the ILM Grant Offer you must be willing to employ a person ***who meets the following criteria****:*

* Between the ages of 16 – 29 as these jobs will be part funded by the Youth Employment Initiative and therefore subject to these funding restrictions. It may be possible to employ someone outside of these age ranges but alternative funding will apply and this will only be in advance agreement of Sefton@Work.
* **Is a Sefton resident**
* Is currently unemployed, or not in education, employment and/or training (NEET)
* Is registered with Sefton@work

**Wages and Hours of work**

The grant available is dependent on eligibility and criteria of the participant.  **In order to qualify for this funding you must pay the participant the following rates as a minimum**:

**16 – 17 year olds £3.87 per hour**

**18 - 20 year olds     £5.30 per hour**

**21 - 24 year olds £6.70 per hour**

**25+ £7.20 per hour (National Living Wage)**

**N.B** - It is a condition of the funding that if the participant is over the age of 16 years old, that you pay them at the NMW rate for age.  Also, there will probably be an increase in National Minimum Wage rates on 1st October 2016, so please ensure that wage rates are increased accordingly at this time. Employers who currently pay the Living Wage will receive priority.

We are particularly interested to hear from employers linked to local growth sectors or where the job role created will have community benefit.

**SECTION ONE – BUSINESS DETAILS**

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| **Business Name** |  | | | |
| **Address** |  | | | |
| **Postcode** |  | **Email** | |  |
| **Contact No** |  | **Mobile** | |  |
| **Company Registration No (*if applicable)*** |  | **VAT Registration No (*if applicable)*** | |  |
| **Date organisation started trading** | | |  | |
| **Number of Staff: *(FTE; incl owner/ Director)*** | | |  | |
| **Legal Status: (Partnership, Limited company, social enterprise, constitution etc)** | | |  | |
| **Sector: (private, public, third sector)** | | |  | |
| **Turnover and balance sheet totals below permitted levels *(€50m/€43m excl transport)*:** | | |  | |

**Does your organisation have the following documents in place**?

Public Liability Insurance\* Yes No

Employer Liability Insurance\* Yes No

Health & Safety Policies/Documents \* Yes No

Equal Opportunities Polices/Documents\* Yes No

***\*if your application is approved you will be asked to produce these documents at Stage 2.***

**If applicable, please confirm that you are able to comply with the following condition:**

As this initiative may involve working with young people or other vulnerable groups you shall have a protection policy in place to comply with all relevant laws and good practice throughout the period of the grant agreement. You will ensure that all persons likely to come into contact with children, young people and vulnerable groups has been checked with the Disclosure and Barring Service (DBS) and will undertake Enhanced DBS checks to ensure they are fit to work with children and vulnerable groups. You shall obtain all approvals and licences and any profile checks required by law and if so required by the Council. Can you comply with this condition?

Yes No

**SECTION TWO – DELIVERY**

Please describe the job role/s that you anticipate the ILM participant to undertake. Participants should be over and above the existing workforce and any current vacancies. Please note if operating in the public sector, the ILM participant CANNOT be involved in trading activity that leads directly to income generation.

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If you have identified more than one ILM opportunity, please describe what support your organisation has in place including supervisor ratio and locations where the ILM funded employee/s will be accommodated.

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How many new ILM funded employment opportunities will you be applying for with support from the Sefton Ways to Work ILM Programme.

Total No:

Please confirm that the ILM opportunities you are applying for are supernumerary to your existing

staff complement and does not replace work done by existing staff.

Yes No

Yes No

Yes No

Funding can only be considered for employers whose opportunity falls in to one of the categories below. Please indicate below which category your employment opportunities fit into and provide details on how these opportunities support the criteria:

Business Growth Community Benefit

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Please provide detailed information about the sustainability and retention of the participant’s employment once the ILM funding comes to an end.

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**SECTION THREE – DE MINIMUS AID DECLARATION**

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| **To be completed by aid recipient:** | | | |
| **Name of Organisation** | |  | |
| **Address (Incl. Postcode)** | |  | |
| **Main Contact** | |  | |
| **Position** | |  | |
| **Email Address:** |  | **Telephone No:** |  |

To confirm that you are able to receive this assistance you must declare the full amount of De Minimis aid you have already received over the last 3 fiscal years.

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received.

* Grants from public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Grants from a part publicly funded venture capital fund
* Publicly administered funds, even if the funds were originally not public such as the National Lottery
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licenses or guarantees of market share
* Advertising via a public channel such as a tourist board or state owned television
* Consultancy advice provided either free or at a reduced rate
* Training provided either free or at a reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded **€200,000** in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

I declare that the amount of De Minimis aid received by the company / organisation over the last three years is:

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| **Organisation who provided the Aid\*** | **Date Aid Approved\*** | **Estatimated Value**  **£** | **Estimated Value**  **€** |
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Add or delete rows as necessary

✝ This should be the date the aid was approved, not the date the aid was received

# This should be the Official EU Accounting Exchange Rate from the date that the aid was approved not received: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

**Data Protection**

The data contained in this De Minimis Record is a mandatory requirement to enable support to be provided by this *ESF & YEI* funded project. As well as being a record of the support provided, the data may be used to for reporting purposes (e.g. to the European Commission) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer, DWP, or DWP’*s* appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

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| **I acknowledge that I am authorised to sign on behalf of the company named in Section 2 of this form and understand the requirements of De Minimis (COMMISSION REGULATION (EU) No 1407/2013). I acknowledge that if company named in Section 2 of this form fails to meet the eligibility requirements, the company named in Section 2 of this form may become liable to repay the full price that would otherwise be payable in respect of the services received.**  **The company named in Section 2 of this form is not a business “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration. The information set out on this form is accurate for the purposes of the De Minimis exemption.** | | | |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

We acknowledge that the project is supported by the European Social Fund and Youth Employment Initiative.

**Please return Expression of Interest Forms to:**

**Julia Shakeshaft**

**Sefton Council, Magdalen House, Trinity Road, Bootle L20 3NJ**

**or email: Julia.shakeshaft@sefton.gov.uk**

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| **For office use only; must be completed to validate evidence** | | | | | | | | | | | | |
| Business is an SME | Number of AWU is below 250 | | Business has been Engaged in Economic Activity in Last 3 Months | Income generation | | State Aid Declaration Below Limit | | Value of Additional State Aid Support Remains Below Limit | Turnover below permitted level (€50M excl transport sector) | | Balance Sheet Total below permitted level (€43M excl transport sector) | |
| YES / NO | YES / NO | | YES / NO | YES / NO | | YES / NO | | YES / NO | YES / NO | | YES / NO | |
|  | |  | | | | LCR transformational sector | | |  | | | |
| Core Ref | |  | | | | Growth sector or community benefit confirmed? | | |  | | | |
| Signature | |  | | | Print Name | |  | | | Date | |  |