# **IEE Employer Fund – Application Form – Start Up Fund**

**Section 1**

The IEE Employer Fund is a small grant fund focussing on Start-Up businesses for individuals aged 18 years and over, who may or may not be sole-traders, who have been established over the last 18 months.

We wish to support \*micro businesses current economic need as life, work and trading returns to greater normality, following the pandemic. We want to ensure that jobs are either retained or created with the monies granted.

* \*micro businesses – less than 10 employees or annual turnover less than £632,000.

Please complete the following application form and return electronically by **5pm, Friday 16th September 2022 in word document format only – no photocopies, scans or photographs can be accepted** to IEEemployerfund@capitalcitypartnership.org

*We encourage applications to be submitted as early as possible as the fund may close early if over subscribed*

**Section 2**

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| 1. Name of business
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| 1. Business details
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| Main Contact |  |
| Position |  |
| Address |  |
| Postcode |  |
| Local Authority Area |  |
| Contact Number |  |
| Email Address |  |
| Sector |  |
| Website |  |
| How many months have you been trading? |  |
| Do you meet the criteria of being aged 25 or over? |  |
| Business Gateway Adviser |  |
| Number of Employees |  |
| How did you hear about this fund? |  |

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| 1. Fair Work Agenda

In Scotland, Fair Work is work that offers all individuals an effective voice, opportunity, security, fulfilment and respect. It balances the rights and responsibilities of employers and workers. It generates benefits for individuals, organisations and society. We appreciate that you are a Start Up business but we would welcome your feedback as part of your application as follows: |
| Have you implemented any of the [Fair Work Agenda](https://www.gov.scot/policies/employment-support/fair-work-and-pay/)?  |  |
| If so, what have you done and/or would aspire to do once you are more established? (Please specify) |  |
| Do you pay all employees the Real Living Wage or above? (£9.50 p/h – if applicable) |  |
| Do you currently offer a flexible working policy to employees? (If applicable) |  |
| Do you support the equal pay act? |  |
| Are you a registered [Disability Confident](https://disabilityconfident.campaign.gov.uk/) employer? |  |
| Are you committed to the [Scottish Business Pledge?](https://scottishbusinesspledge.scot/) |  |

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| 1. Tell us about your start up business (in no more than 200 words please tell us about your business, provide a brief summary of what your organisation does)
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| 1. Funding requirement (in no more than 500 words describe why your business requires this small grant fund, what will it be used for and how will you use this to address one of the above outlined priorities within Section 1 and the Specification Document / FAQs)
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| 1. Please state how much funding you are applying for (minimum application £500, maximum application £1,000)
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| 1. Case Study (please answer yes or no)

Are you willing to take part in a short video or written case study following the fund application to demonstrate the benefits of the receiving this grant? |
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| * Declaration
* All applications must be signed by a senior representative of your organisation.
* You are being asked to declare that:
* You have read and will comply with the IEE Employer Fund grant funding conditions.
* To the best of your knowledge the information contained in this application and any accompanying documents is accurate.
* You agree with CCP’s Data Sharing and Privacy Notice which can be accessed [here](https://capitalcitypartnership.co.uk/iee-data-sharing)
* By typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this declaration.
* Monitoring and Evaluation. We ask that successfully funded projects comply with the monitoring and evaluation in place for this fund; successful applicants will be asked to complete a short survey following the receipt of funds.
 |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

Please return this form electronically **(in word document format only – no photocopies, scans or photographs can be accepted)** to IEEemployerfund@capitalcitypartnership.org by **5pm, Friday 16th September 2022**

**Section 3**

# CONDITIONS OF GRANT

3.1 You must provide confirmation that your organisation is properly constituted.

3.2 You must only use IEE Employer Fund grant funding for the purposes agreed in your Funding Agreement and spend the funds within a period of six weeks from the receipt of funding.

3.3 Funds will only be paid into a bank account in the name of the organisation submitting the application.

3.4 Successful applicants must agree to complete a survey once funding has been used.

3.5 Financial records of the spend must be kept – copies of receipts or invoices must be made available to Capital City Partnership if requested.

3.6 Capital City Partnership reserve the right to withdraw any grant agreements or request repayment in the event of the following occurrences:

* Failure to comply with any terms and conditions contained in this document, except where the prior written agreement of Capital City Partnership has been obtained to the waiving of the term and conditions in question
* The business ceases to function or is suspended, closed or ceases to operate for the purposes outlined in their constitution prior to receipt of funds.
* The business becomes apparently insolvent prior to receipt of funds
* Any information supported in connection with the grant application is found to be false or misleading, or it is found that relevant information has been withheld.

3.7 Capital City Partnership (CCP) will collect and hold information on all projects for monitoring and evaluation purposes under Edinburgh South East Scotland City Region Deal. All information will be held within Hanlon/HELIX. Hanlon/HELIX is the management information system which has been established by CCP to securely hold all employer data relating to the IEE Employer Fund.

If you have any questions relating to this application, please contact:

IEEemployerfund@capitalcitypartnership.org

You will be notified of the outcome of your grant application by Monday 10th October. Successful applicants will receive a formal offer of grant shortly thereafter.