# **IEE Employer Fund 2024, Application Form**

**IEE Growth Fund**

**Section 1**

The IEE Employer Fund is a small grant award programme focussing on post Start-Up stage businesses for individuals aged 18 years and over, who may be a sole trader or have a limited company who has been trading between 12 and 36 months. Applications are welcomed from \*micro businesses based within the Edinburgh and South East Scotland region.

*\*micro businesses – 9 employees or less*

Monies awarded need to be linked to retaining and/or creating additional job opportunities, improving prospects in career progression and/or supporting access to relevant CPD, training and upskilling potentials. Additional detail is welcomed on how the fund will also support businesses on their journey towards net zero.

Please complete the following application form and return electronically by **5pm, Friday 6th September 2024 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 oversubscribed.*

**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 18 or over? |  |
| Business Gateway Adviser |  |
| Number of Employees |  |
| How did you hear about this fund? |  |

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| 1. Fair Work First

Fair Work First is the Scottish Government’s current flagship policy for: driving high quality and fair work; investment in workforce development; no inappropriate use of zero hours contracts; action to tackle the gender pay gap; creating a more diverse and inclusive workplace; and paying the real Living Wage. It offers all individuals an effective voice, opportunity, security, fulfilment and respect. As a City Region Deal, we are committed to adopting this guidance. Grant recipients of our funding need to pay their employees the real Living Wage as well as having appropriate channels for workers’ voices to be effectively heard. Please complete this section to the best of your ability.  |
| Please answer: Yes / No opposite each question below and we would welcome additional details in the bottom box.  | **Y/N** |
| Have you implemented any of the [Fair Work Agenda](https://www.fairworkconvention.scot/fair-work-across-scotland/)? More detailed guidance can be found [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/03/fair-work-first-guidance-2/documents/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/govscot%3Adocument/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf). |  |
| Do you pay all employees the Real Living Wage or above? (£12.00 p/h) |  |
| 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? |  |
| Do you have an open and transparent communication channel available to all employees to encourage effective workers voices? |  |
| Please provide further information, as necessary, below. Please continue overleaf, if required.  |

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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 this will address the noted outlined priorities within Section 1 of this document – jobs retained and/or jobs created, career progression prospects, upskilling, as well as those referenced in the Specification Document and FAQs)
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| 1. Net Zero/Climate Change Ambitions
* Do you have an environmental policy or net zero plan with a target which aligns with the Scottish Government’s 2045 net zero target? If so, please either summarise in the box below or provide a link to it.
* If you don’t have a policy or Net Zero plan, please provide detail on what steps and actions you/your business is taking to address climate change and help your business’ sustainability journey. For example, climate adaptation measures, waste management, energy efficiency measures, sustainable travel etc.
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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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| 1. 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. All successfully funded projects must comply with the monitoring and evaluation in place for this fund; successful applicants will be required to complete a short survey following the receipt of funds.
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| 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 6th September 2024**

**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 HELIX. 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 30th September. Successful applicants will receive a formal offer of grant shortly thereafter.

Thank You.