

**MOOR HOUSE WIND FARM
GUIDELINES FOR THE OPERATION OF THE SKILLS & TRAINING
COMMUNITY FUND**

Skills and Opportunities

Throughout the lifetime of the Moor House Wind Farm (upon review on a five-yearly basis), a fund of £15,000 pa will be available to:

1. Breakdown the financial barriers that local unemployed residents face to get into employment by supporting them to acquire new skills and training that will help them to gain work and to advance them in their careers (paid or unpaid);
2. Provide a grant to local employers to support them to take on new employees (anticipated to be individuals who are previously un-employed or not in permanent work) from the local area (where the employee and employer require modest additional financial support to make this happen) in the initial instance.

1. Grant assistance for INDIVIDUALS

1.1 Key criteria

- Typically, the amount awarded will be up to £1,000 although in exceptional circumstances the grant decision panel can recommend a higher award;
- The individual must be aged 16 or over, there is no upper age limit;
- The individual must reside in Sadberge, Bishopton, East & West Newbiggin, Bishopton, Little Stainton, Great Stainton, Great Burdon, Barmpton, Brafferton and areas of Whinfield, Harrogate Hill, Beaumont Hill and Coatham Mundeville (north of the A1150 and east of the A167);
- The financial need must be linked to attaining additional skills or experience to enable them to further progress in their employment journey (paid or un-paid);
- The individual must be able to demonstrate how the acquisition of new skills will directly lead to progression in their employment journey (paid or un-paid).
- The fund is not to be used to replace other state funding that may be available for the same purpose

1.2 Items supported by the grant

- Training course fees at a recognised establishment that are typically less than a year in duration;
- Financial support for key items required to complete training e.g. kitchen utensils for chef training;
- Travel expenses to local training establishments;
- Financial support for key workwear required for the training/role that is not provided by the employer or training provider.

Examples of training that might be considered for funding support (not exhaustive list) – ideally the courses should be accredited but this not a requirement. The courses must be delivered by a professional provider.

- HGV license
- Scaffolding certificates of competence
- Health and Hygiene
- Basic IT skills
- Basic engineering trade skills
- First Aid
- Animal husbandry
- Creative skills e.g. photography

1.3 What the grant will NOT fund:

- Support towards university fees and accommodation
- Support towards non-specialised training away from the local area
- Training for which other financial provision is available
- Travel expenses for travel around the country to visit educational training establishments e.g. university open days
- Overseas trips that are part of a training provision
- Sabbaticals
- Gap year support (overseas or in UK)
- Training volunteers in local community organisations where that duty should be undertaken by the organisation itself
- IT equipment e.g. computers and tablets unless there is a very clear need e.g. specialist software to support a disability
- Support employers to deliver employee training that should be provided by the employer

1.4 Other information

The grant is not means tested but information will be requested on the application form explaining why financial support is required and the impact that the grant will have on the individual and their future wellbeing.

Individuals can not apply for repeat funding within 24 months of receiving a grant, unless there are exceptional circumstances.

Individuals will be asked to provide a contact reference on the application form who can be contacted to confirm the situation of the individual and why funding is required. This individual can be a teacher, support worker, employer, local community organisation leader, doctor or other person who is able to act in this capacity. The referee cannot be a family member or close friend.

2. Grant assistance to LOCAL EMPLOYERS and residents to enter employment

2.1 Key Criteria

The employment grant is available to locally based SME's (businesses, not for profit organisations) to support the creation of employment, apprenticeships and work-based learning opportunities for local residents. Ideally the opportunity must have some form of accredited learning attached to it which can include short courses and sector specific certification.

Funding can be used to support the creation of a position (minimum 16 hours per week) by supporting the cost of salary, equipment, specialist training and other work-related expenses.

The grant award is up to £5,000 for a 12-month period – and can support up to 70% of the individual's salary costs if the employer contributes at least £1,000 towards the salary of the individual. The grant can also be used to support equipment required for the employee, specialist training and travel expenses for the individual to support them access the workplace if this a barrier to them being in employment

2.2 Employer requirements

- The employer must be an SME, with operations based within Sadberge, Bishopton, East & West Newbiggin, Bishopton, Little Stainton, Great Stainton, Great Burdon, Barmpton, Brafferton and areas of Whinfield, Harrogate Hill, Beaumont Hill and Coatham Mundeville (north of the A1150 and east of the A167); *The panel will consider applications from employers outside this geographical region ie other parts of Darlington area BUT only if the employee is resident in the area defined above*
- The individual must be resident in Sadberge, Bishopton, East & West Newbiggin, Bishopton, Little Stainton, Great Stainton, Great Burdon, Barmpton, Brafferton and areas of Whinfield, Harrogate Hill, Beaumont Hill and Coatham Mundeville (north of the A1150 and east of the A167); *The panel will consider applications from employers based within the geographical area looking to employ someone from just outside the area*
- The employer must be able to demonstrate that they are committed to supporting the new employee gain confidence and skills in the workplace
- The employment must be of a permanent nature (and at least 16 hours week), the grant cannot be used to support temporary labour. The aim of the grant is to foster long-term employment opportunities in the area
- An employer can only hold one grant at any point in time
- The employee must be over 16 years old and not be able to access other funding to support them enter the workplace
- The employee must demonstrate keenness to enter the workplace and show commitment to further training and development to contribute fully to the employer's organisations



2.3 Grant Payment Process

The **12month grant** will be **paid in three tranches**:

- A third of the grant award will be paid on receipt of signed grant terms and conditions (i.e. as the new employee starts with the employer)
- A progress report will be required at the end of month 4 providing details of payments made to the employee and a general progress report, successful submission of this will result in the release of a third of the grant
- A progress report will be required at the end of month 8 providing details of payments made to the employee and an update on progress, this will result in release of the final third of the grant
- A report is required at the end of month 12 providing details of employment outcomes and the future for the employee.
- The grant monies are paid to the EMPLOYER. No grant monies are paid to the employee.

3 Need more help?

It is strongly recommended that prior to applying for funding you verify that your application would be eligible by contacting **0191 378 6340** and **asking to speak to Banks Fund Manager** or email **fundmanager@bankscommunityfund.org.uk** or contact the **Community Relations Manager** from the Banks Group.