

Apprenticeship Grant Application Form 2018

Prior to completing this application form, please ensure that you read the notes about each section. If you are still unsure of the information required, contact Economic Development on 01293 438744 for further support.

All the information contained in this form will be treated as confidential by Crawley Borough Council but will need to be shared with the panel who decide the grants. If your information needs to be shared with other external partners we will seek your permission before any information is shared. A due diligence process will be undertaken on applications submitted.

Applicants should complete all sections of this form.

Section 1- About Your Business

Business Name			
Contact Name and Position in Company			
Business Address			
Telephone			
Email			
Business Sector			
Organisation Status	New Start	1-2 Years	Established
Companies House / HMRC Registration Number			
Number of Employees	F/T	P/T	Apprentice
Tell us about your business			

Section 2 - Eligibility

Please indicate that you meet the eligibility criteria by marking an X in the box.

Please confirm your business is, or will be, located in Crawley.
You will not be able to spend the grant on activities outside Crawley.

Please confirm your business is a small business with maximum 49 employees.

Please confirm that only one application per candidate has been submitted by your company.

Please confirm that your apprentice is enrolled on an apprenticeship recognised by the Skills Funding Agency.

A. Apprentice details

Mr/Mrs/Ms/Other	
First Name	_____
Last Name	_____
Address	_____
Post code	_____
Telephone number	_____
Email Address	_____
Apprenticeship programme	_____
B. Training Provider details	
Organisation name	_____
Contact name	_____
Address	_____
Post code	_____
Telephone number	_____
Email address	_____
Date apprenticeship commences	_____
C. What will the Apprenticeship Grant be used for? Why is it important to your business?	
D. How did you hear about the Crawley Apprenticeship Grant Scheme?	

Section 3 – Certification

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I understand that you may use any information I have provided in connection with this and any other grant claim that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies like banks and other organisations for the prevention or detection of fraud, if the law allows this.

I understand that terms and conditions will apply with a successful application.

Signed

Date

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Application timescales – this is a rolling programme until all grant funding is used. Applications can be submitted at any time and the grants panel will meet approximately every 4 weeks to consider applications. The grant scheme is available until the pot available has run out.

If your application is successful you will be paid via Bank Transfer. Please provide your bank details below.

Sort Code:

Account Number:

Please return by email to employment&skills@ Crawley.gov.uk or by post to

Economic Development
Crawley Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ