**Company Business Case & Guidelines To Support Kickstarter Application:**

**PLEASE READ GOVERNMENT GUIDELINES:**

**Supporting information about how the job placements are new jobs**

**Who can apply for funding**

Any organisation, regardless of size, can apply for funding.

The job placements created with Kickstart funding must be new jobs. They must not:

* replace existing or planned vacancies
* cause existing employees or contractors to lose or reduce their employment

The roles you are applying for must be:

* a minimum of 25 hours per week, for 6 months
* paid at least the National Minimum Wage for their age group
* should not require people to undertake extensive training before they begin the job placement

Each application should include how you will help the participants to develop their skills and experience, including:

* support to look for long-term work, including career advice and setting goals
* support with CV and interview preparations
* supporting the participant with basic skills, such as attendance, timekeeping and teamwork

**Once a job placement is created, it can be taken up by a second person once the first successful applicant has completed their 6-month term.**

We need to know that the job placements are new jobs and do not:

* replace existing or planned vacancies
* cause existing employees, apprentices or contractors to lose or reduce their employment

You can do this by telling us:

* about changes to your workforce in the last 6 months and why (for example redundancies and changes to hours worked by existing staff)
* the number of people affected by changes to your workforce in the last 6 months as well as the size of your overall workforce
* about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced in the last 6 months
* if you would be able to create these job placements without Kickstart Scheme funding and what funding source you would use
* what recruitment you have completed, started or paused in the last 6 months, including how similar these vacancies are or were to the roles you are creating for the Kickstart Scheme
* if the job placements will be similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours, why you are using Kickstart Scheme funding to create similar roles
* if you’ve engaged with any relevant trade unions and any advice they have given

**Supporting information about how the organisation can help develop employability skills of young people**

Each application should include how you will help the participants to develop their skills and experience, including:

* support to look for long-term work, including career advice and setting goals

You can do this by telling us:

* what support will be offered (for example helping them with writing their CV and preparing for an interview)
* when you will provide this support (for example half way through their placement or towards the end)
* how many hours it will take
* who will provide the support (for example you may already have a pre-existing relationship with training providers)
* how you will monitor the support given to the participant to ensure they will be more employable at the end of their job placement
* how the participant can provide feedback during their placement and afterwards, and how this will be acted on if needed

There is £1,500 of funding available for each job placement to set up support and training, as well as helping pay for uniforms and other setup costs.

**After you have applied**

Your application will be reviewed to check it meets above criteria and it will then go to a panel for consideration. This is not a competitive process, but the Kickstart Scheme will only provide funding when the job placements meet the criteria.

We may contact you for further information as part of your application.

**We aim to respond to your application within 1 month.**

If your application meets the requirements of the scheme, you will receive a letter with a grant agreement. This agreement will include what your company has agreed to provide, and how much funding you will receive from the Kickstart Scheme.

You must sign and return your grant agreement, using the details in the letter, before any job placements can begin.

You will need to provide job descriptions for each of the job placements you applied for. This should include what candidates need to do to apply for the job placement.

You will then be contacted by the young people who have been matched to your job placement.

## What happens next

Candidates will apply for the job placements and you can choose who to employ.

You will only obtain funding if you appoint a young person that we have introduced.

## How funding is paid

You will receive initial setup costs when you have confirmed the young person has started work, is enrolled on your payroll and is being paid through PAYE.

DWP will use information from HMRC to check that the young person is still employed, and will pay the grant in arrears.

DWP may contact you or the young person during the job placement to check what employability support has been offered. This is to make sure the young person has the best experience from the scheme.

**COMPANY BUSINESS CASE**

COMPANY NAME:

COMPANY ADDRESS:

COMPANY REG NUMBER:

TOTAL PLACEMENTS:

BREAK DOWN OF ROLES:

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