

Community Trusts Apprenticeship Scheme

Fort Augustus & Glenmoriston Community Company
Glengarry Trust
Stratherick & Foyers Community Trust

Guidelines for Businesses Applying

Introduction

The three community trusts (Fort Augustus & Glenmoriston Community Company, Glengarry Trust and The Stratherick & Foyers Community Trust) border each other and have jointly decided to run an apprenticeship scheme by using some of their funds from the renewable energy benefit that they receive from Scottish Hydro, Falck Renewables. The aim of the scheme is to enhance prosperity and promote thriving communities within the Great Glen and South Loch Ness by supporting sustainable local business and employment opportunities for young people.

The scheme will support businesses that contribute to the following outcomes:

- Stimulate new ideas and innovative approaches to generate growth, development and new employment.
- Strengthen and diversify the local economy through support for social enterprises and businesses.

The scheme is administered by the Administrator of the Fort Augustus & Glenmoriston Community Company with the individual community trusts coordinating the scheme locally.

The Community Trust Apprenticeship Scheme is a grant scheme set up to benefit residents within the boundaries of the areas served by the three Community Councils of Fort Augustus & Glenmoriston, Invergarry, Stratherick & Foyers within the Highlands of Scotland, frequently referred to as the Great Glen and South Loch Ness. The grant funds will be provided by the three Community Trusts who respectfully receive their funding from Scottish Hydro, Falck Renewables.

The scheme will work with up to 4 businesses annually for a three year period.

What the Fund will support

Financial support will be available for costs involved in salaries, travel and training as outlined in the accompanying draft scheme proposal. The maximum amount of financial support to any business over the three years is currently estimated to be £21,000 – £23,000. The final amount will vary depending on the context and needs of each business and apprenticeship opportunity. Support from the Community Trust Apprenticeship Scheme will be additional to that provided by any industry governing bodies such as SECTT, SNIPEF or Construction Skills. These grants need to be declared in the final page on the application form where we ask you to present a budget for the apprenticeship position. It is likely that any support will be paid in instalments over the apprenticeship period and may be subject to specific conditions.

Eligibility

The scheme will be open to any private business or social enterprise **with priority** being given to those based in the community benefit areas and that qualifies as a suitable employer. This involves:

- Demonstration of appropriate health and safety procedures
- Adequacy of equipment to cover the range of training required
- Existence of relevant employees and public liability insurance
- Registration of the apprentice with the appropriate skills body if relevant.

Businesses will be expected to contribute to any monitoring and evaluation processes that are established.

Young people **do have to reside** in one of the three areas, although they may work out with any of the three boundary areas if the apprenticeship is not available in the given areas. Priority will be given to those that have been resident in the area for over 12 months.

The Panel would be particularly interested to support apprenticeships that could help a young person to stay in the area. The scheme is not currently in a position to help a business identify a suitable apprentice and it is expected that the businesses has identified - or is in the process of identifying –suitable candidates. The local careers officers through skill development Scotland may be able to help.

Application Process

You are invited to complete the attached form that will enable us to get a picture of your business and confirm the suitability of your business being part of this scheme.

Please be advised that all the information on the application form will be kept confidential within the Community Trusts Panel and Administrator of the scheme

There will be two rounds of applications per annum – Completed Applications and all accompanying paperwork should be submitted by mid-July and the panel will advise all Businesses by end of July/beginning of August. This time line allows for college courses that start in August. **Grants will not be paid retrospectively**, so please do not employ any apprentice till you have been advised the outcome of your grant application. There will then be another chance to apply in September.

Please send completed application forms and supporting documentation to

The Administrator
Fort Augustus & Glenmoriston Community Company
PO BOX 2
Fort Augustus
PH32 4WA

If you need help completing this form please contact The Administrator on 014564 86771 or email contact@communitycompany.co.uk