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**Education & Skills
Funding Agency**

CAREERS Local Enterprise Grants Key Facts

1. Introduction

This guidance is intended to provide information to potential applicants of the Careers Local Enterprise Grant (CLEG). Nottinghamshire County Council (NCC) are the managing agent for the Careers Local Enterprise Grant. The total amount of funding available until July 2018 is £1.574m.

The CLEG has been designed to support EI's to provide employability and enterprise activities for young people aged 15 – 19 who are at risk of becoming NEET. The reasoning for doing so, is to ensure that the ten goals that all Young People should be able to achieve as identified within the D2N2 Employability Framework can be realised, recognising that young people who are at risk of becoming NEET may require additional support in order to access opportunities available to them. Therefore, the CLEG by enabling EI's to provide this additional support to young people at risk of becoming NEET will help realise the strategic objective of the D2N2 Employability Framework of ensuring that skills provision is optimised for young people and employers.

It should be noted that the D2N2 Employability Framework is intended to complement and integrate with existing activity and not to duplicate what is already in place, to enable the strategic realisation of a shared ambition for young people across Derby, Derbyshire, Nottingham and Nottinghamshire, more information about the D2N2 Employability Framework can be accessed by following the link below:

<http://www.d2n2lep.org/skills/employability-framework>

2. What are CAREERS Local Enterprise Grants?

CAREERS Local Enterprise Grants (CLEG) are available to eligible schools, specialist schools, academies, pupil referral units, alternative learning centres, further education colleges and home educated (through registration with the Local Authority), these will be known as Educational Institutions (EIs) in this document. A grant of up to £10,000 (£20,000 in exceptional circumstances) will be available to each eligible EI to support young people aged 15 – 19 who have been identified as at risk of becoming NEET to improve their employability and enterprise skills and increase their chances of participating in employment or further education. The grant can only be used to support new activities and not replace any statutory requirements or activity already being undertaken in Educational Institutions.

Exceptional circumstances may include the following, but must show clear evidence and added value;

- Higher service costs due to challenges posed by provision within rural areas.
- EIs which have a significantly greater proportion of young people at risk of NEET within the target age group.
- EIs which require a greater intensity of activity to meet the needs of Young People at risk of NEET due to displaying higher levels of disengagement.

The list of circumstances provided which may be considered as qualifying for additional funding are indicative only, and as such do not cover the full range of exceptional circumstances. In the event that EI's are unsure over qualification for exceptional payments, please contact Nottinghamshire County Council.

Due to the limited amount of funding available there is a limit of one grant per EI over the lifetime of the fund to ensure an equitable distribution of grant payments, this will be reviewed in autumn 2017 to ensure maximum spend. EIs part of a family of schools or a Multi Academy Trust, can apply on behalf of the other eligible EIs in their group.

All of the funding must be spent and activity completed by the end of June 2018.

3. Educational Institution Eligibility

For an EI to be eligible for a grant they must:

- Have developed a Careers, Enterprise and Employability Action Plan with a strategic local employer involvement and sign off, in line with the D2N2 Employability Framework. (Further details of the D2N2 Employability Framework can be found at <http://www.d2n2lep.org/Skills/Employability-Framework>)
- Apply and be accepted for a grant, setting out the activities to be funded and impact on young people at risk of NEET

- Monitor and evaluate the impact of the activities delivered for young people at risk of NEET in terms of their employability and enterprise skills
- Be based within the Derby City, Derbyshire, Nottingham City or Nottinghamshire (D2N2) Local Authority boundaries

Families of schools, Federations or Multi Academy Trust bids are welcomed with one EI acting as the lead and managing the funds of behalf of the partnership.

4. Young People Eligibility

Young people aged 15 – 19 who have been identified as at risk of NEET by the applying Educational Institution are eligible to be supported by the grant. The grant is not intended to support whole year group activity. The EI must retain evidence of how they have identified the young people at risk of NEET. The young people must attend an educational institution within D2N2.

5. What activities can the grant support?

The CLEG will support activities that increase the employability and enterprise skills of young people at risk of becoming NEET. The indicative types of activity which will be supported are listed below but it expected that the EI will identify which activity is best suited for their young people. The CLEG cannot be used to replace existing activity and cannot be backdated to pay for activity before a grant agreement has been signed.

- Personal development course and activities,
- Using local labour market intelligence,
- Job Search CV and interview techniques,
- Personalised support and careers advice,
- Careers fairs and events,
- Participation in industry sponsored competitions,
- Enterprise activities,
- Experience of the workplace,
- Conversations with employers and working people,
- Volunteering and other work experience,
- Staff development at Educational Institutions which will enhance the ability of that Institution to provide careers education information advice and guidance.

The above list is indicative only and can be added to with evidence based activity that can be shown to be beneficial to the target group of young people. Funding provided to EI's through the CLEG should be used to fund activities which directly enable the young people at risk of becoming NEET to develop employability and enterprise skills, or to support activities which demonstrate the efficacy of interventions for the purposes of monitoring and that these support costs are reasonable, as judged by the Managing Agent (NCC). EI's may use CLEG funding for minor capital purchases, if intending to do so an EI must notify the Managing Agent prior to making a purchase. Any such expenditure should be related to the provision of activities aimed at developing the employability and enterprise skills of young people at risk of becoming NEET, justification for the expenditure will need to be provided to the Managing Agent. It is expected that all activities can be directly related to an increase in employability and enterprise and you will be expected to show how the activity has achieved this.

6. How and when is the Grant paid

The grant will be paid in two stages to the Educational Institution and will be paid by BACS into the EI's bank account. The Educational Institution will enter into a grant agreement with Nottinghamshire County Council which will set out the terms and conditions of the grant. The first payment of 70% of the total approved Grant will be triggered on receipt by Nottinghamshire County Council of the signed Grant agreement, as long as all other conditions have been met. The second payment of 30% of the total approved Grant will be paid on receipt by Nottinghamshire County Council of written confirmation that all activity has been completed, evidence of spend, and all required monitoring information.

7. Application Process

Applications must be submitted on the Careers Local Application form which can be requested from careerslocal@nottscc.gov.uk or downloaded from <http://www.nottinghamshire.gov.uk/business-community/finance-funding-and-grants/local-enterprise-grants>. Appraisal panels made up of representatives from Derby City Council, Derbyshire County Council, Nottingham City Council, Nottinghamshire County Council, D2 Skills & Employment Board and the N2 Skills and Employment Board will review the grant applications and make recommendations to Nottinghamshire County Council. Nottinghamshire County Council will be the ultimate decision making body. The managing agent reserves the right to add or remove panel members at their discretion.

There will be a minimum of three applications windows planned for March, June and September 2017 (they are subject to change) each application window will last for a minimum of 4 weeks. It is expected that one grant per institution will be made for the length of the

programme but this is subject to review dependant on take up of the grant. The application windows will be published in advance and any applications received after the deadlines will not be decided upon until the following application window.

8. Choosing your Providers

Nottinghamshire County Council have procured a framework of quality assured employability and enterprise providers. Educational Institutions can determine the activity they wish to purchase and negotiate the programme and cost with a preferred provider from the framework to deliver the activities to young people. This will remove the need for EI's to go through their own procurement process and be confident that they are complying with European Social Fund Rules.

An EI can apply to use an alternative provider or deliver the activity with their own resources. They must be able to demonstrate that services have been procured in a compliant manner, and that services are quality assured to the satisfaction of NCC as the Managing Agent. NCC will need to be reassured that the correct procurement process has been followed to reduce the risk of not being reimbursed by the Education & Skills Funding Agency who fund the grants via NCC. NCC reserve the right to refuse requests from EI's to use a provider from outside of the approved list.

9. Selection Process

Upon receipt of an application form, NCC will assess for eligibility and completeness, in the event that there is a question regarding eligibility or something missing from an application form a query will be raised by NCC with the applicant. Upon a query being raised, the applicant has five clear working days to respond to the query, at the end of this period if the information received by NCC is judged to be insufficient the application will be rejected.

Additionally, any applications made which clearly, in the view of the NCC, do not fit the eligibility criteria outlined within sections 3 & 4 of this document, will be rejected without the need for a query period to be raised.

Once a funding window has been closed, NCC will endeavour to process all applications in a timely manner, with all applications being considered together at an assessment panel. The panel will be comprised of representatives from Derby City Council, Derbyshire County Council, Nottingham City Council, Nottinghamshire County Council and the D2 and N2 Skills & Employment Boards.

There will also be a query mechanism for the assessment panel to address applicants, in the event that they require further information regarding any of the answers provided within the application form. As with the query process described above, in the event of a query

being raised at this stage the applicant has five clear working days in order to provide a sufficient response, applications which do not receive a satisfactory response will be rejected.

All applications will be scored and ranked according to a 'RAG' rating system, by the assessment panel, with funding awards only being offered to EI's whose applications are ranked as 'Green'.

Once the assessment panel has reached a funding decision, NCC will endeavour to notify all applicants of the outcome via an email from careerslocal@nottsc.gov.uk within 15 days of a decision being made, with successful applicants then receiving further communication regarding the grant offer.

In the event that an EI wishes to challenge the decision of the assessment panel, a written submission outlining the grounds for challenge should be sent via email to careerslocal@nottsc.gov.uk within 5 working days of the funding decision being communicated. NCC will consider the evidence submitted and escalate as appropriate for a final decision, but reserve the right to uphold the original funding decision.

10. Grant offer

If the application is successful, NCC will notify applicants initially via an email, followed by the sending of a hard copy Grant Offer Letter and Grant Funding Agreement. Any award will be made on the basis of the terms and conditions outlined within the Grant Offer Letter and Grant Funding Agreement. These documents will typically include a schedule / timeframe for grant payments, start and finish dates, and the maximum amount or percentage of grant offered. Once received, applicants will have 10 clear working days from the date of the Grant Offer Letter to sign and return the Acceptance of Grant Funding Agreement acknowledgement to confirm acceptance of grant. After this date the offer will be automatically withdrawn. The applicant will then have to re-apply to a future round if they still wish to proceed after this date.

NB Projects can only start once the Acceptance of Grant Funding Agreement acknowledgement has been signed and returned to NCC

11. General Conditions of Grant

Prior to any grant award, each EI must provide evidence that the goods / services have been procured fairly and transparently in accordance with answer 3.10 provided within the application form and the procurement conditions specified within the Grant Agreement, the evidence provided must be to the satisfaction of NCC as the Managing Agent.

No grant funded work is to be carried out other than in accordance with the agreed project outlined in the application and as agreed in the Grant Offer letter.

NCC must be notified immediately of any variations needed to the agreed offer and before any variation to the application takes place. Variations to the agreement must be approved in writing prior to such work commencing. NCC reserves the right to refuse the grant for changes to the specification which it deems not appropriate for the CLEG.

Approved projects must be completed by the date specified in the offer letter unless agreed otherwise by NCC. The applicant must inform NCC immediately if the deadline cannot be met. NCC will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter and grant agreement.

If within 1 month of the completion date specified within the offer letter, the EI has not spent the entirety of the amount awarded to them, they will be contacted by NCC regarding the outstanding amount, who reserve the right to withhold payment if they are not satisfied that the EI will spend the allocation prior to the deadline.

12. What checks are made after the grant is approved?

Grant recipients will be required to collect monitoring information on the characteristics of the young people who benefit from the grant and evaluations of the activity. The exact requirements will be included in the grant agreement signed with Nottinghamshire County Council.

13. How will the information collected by Nottinghamshire County Council be used

Nottinghamshire County Council reserves the right to use the information collected to produce management information and reports to relevant County Council Committees, The Education & Skills Funding Agency, D2N2 Local Enterprise Partnership and the ESF Managing Authority. This information may also be used in marketing materials. Grant recipients will be expected to collate case studies of the young people supported by the grant and participate in a programme evaluation.

14. European Social Fund and Education & Skills Funding Agency Requirements

The CLEG is jointly funded by the above two organisations and there will be monitoring and audit requirements to comply with. These requirements will be written into grant agreements. Nottinghamshire County Council as the managing agent will offer support and guidance to ensure the grant recipients are able to fulfil the monitoring requirements.

15. Publicity Requirements

All grant recipients will be required to display the European Social Fund logo on all materials used in the activities and display a poster in the premises where the activity is taking place. Guidance and logos will be supplied by Nottinghamshire County Council. Grant recipients will also be asked to supply case studies of how the grant has been used and the outcomes achieved. Nottinghamshire County Council or its representative may also request to attend an activity to observe.

16. Please Note:

The Council reserves the right to refuse funding or seek repayment of funding paid in the event that an applicant:

- Fails to comply with conditions of the grant agreement
- Fails to disclose information relevant to their application
- Provides information which is misleading or incorrect

17. Contact Details.

The Careers Local Enterprise Grant is managed by Nottinghamshire County Council. For further information and support please email Careerslocal@nottscc.gov.uk or call Lianna Law on 0115 9773051