



**European Union**

European  
Social Fund



Skills Funding  
Agency

supported by



**Nottinghamshire  
County Council**

## **CAREERS Local Enterprise Grants Frequently Asked Questions Version 2**

### **1. 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 (EI's) 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 of Educational Institutions.

### **2. Educational Institution Eligibility**

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

- Have developed an Enterprise Action Plan with a strategic local employer involvement, 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.

### **3. 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.

### **4. 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.

## **5. How and when is the Grant paid**

The grant is paid in arrears to the Education Institution and will be paid by BACS into the EI's bank account. Evidence of defrayal (spend) along with monitoring information have to be provided to Nottinghamshire County Council before repayment can be made. The Educational Institution will enter into a grant agreement with Nottinghamshire County Council which will set out the terms and conditions of the grant. If large applications are made on behalf of a partnership of institutions staged payments will be agreed to assist cash flow. We realise that EI's may have limited cash flow and we aim to be as flexible as possible but we cannot make advance payments to EI's.

## **6. Application Process**

Applications must be submitted on the Careers Local Application form which can be requested from [careerslocal@nottscc.gov.uk](mailto: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.

## **7. Quality Assured Providers**

Nottinghamshire County Council have procured a framework of quality assured employability and enterprise providers. Educational Institutions will 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. In the rare occasion that the service provider cannot provide the service required or the EI is delivering the activity with their own resources the EI will not be required to use the quality assured providers. This can only be done when written permission has been provided by Nottinghamshire County Council. If an EI decides not to use a quality assured provider it will have to show sufficient evidence of why a provider from the approved list cannot supply the service. NCC reserve the right to refuse requests from EI's to use a provider from outside of the approved list.

**8. 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. The exact requirements will be included in the grant agreement signed with Nottinghamshire County Council.

**9. 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 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.

**10. European Social Fund and 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.

**11. 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.

**12. 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 misleading or incorrect

### **13. Contact Details.**

The Careers Local Enterprise Grant is managed by Nottinghamshire County Council. For further information please email [Careerslocal@nottsc.gov.uk](mailto:Careerslocal@nottsc.gov.uk) or call Kevin Bartlett on 0115 9773051