

## Traditional Building Skills Training Support – Grant Application

### 1. Business Details (Applicant)

|                   |  |  |  |
|-------------------|--|--|--|
| Business Name     |  |  |  |
| Operating Address |  |  |  |
|                   | Postcode   |  |  |
| Telephone         | Please describe your main products/services and relationship to the construction sector: |  |  |
| Mobile            |  |  |  |
| Email             |  |  |  |
| Website           |  |  |  |

Legal Status: Sole trader  Partnership  LLP  Ltd Company

If Partnership, please provide names of the partners

If Ltd Company / LLP please provide Registration Number

When did the company start trading?

Please provide the name of your Business Gateway Adviser

### 2. Evidence of SME Status (please see Guidelines for definition)

|   |   |                            |   |
|---|---|----------------------------|---|
| Business Turnover   | £ |                            |   |
| Net profit  | £ | Gross assets               | £ |
| No. of full-time employees  |   | No. of part-time employees |   |
| Most recent Accounts (please provide a link or state if submitting a copy as a supporting document) |   |                            |   |

### 3. Business Bank Account

Please provide details of your business bank account:

|                     |  |
|---------------------|--|
| Bank name & address |  |
| Sort Code           |  |
| Account number      |  |

#### 4. Training Proposal

|  |   |                       |             |
|--|---|-----------------------|-------------|
| Brief summary of proposed training   |   |                       |             |
| Name of training organisation  |   |                       |             |
| Address  |   |                       |             |
| Tel  |   |                       |             |
| Email  |   |                       |             |
| Website  |   |                       |             |
| Estimated start date   |   | Estimated finish date |             |
| Number of trainees   |   |                       |             |
| Number of hours of training per trainee  |   |                       |             |
| What accreditation does successful completion of training offer and who is the awards body?                        |   |                       |             |
| <b>Course fees</b> - support of up to <b>74%</b> available on total course fees <b>exc. VAT</b>                    | Total course fees                                     | £                     |             |
|  | Total course fees exc. VAT                            | £                     |             |
|  | Amount of grant requested towards course fees         |                       | <b>A: £</b> |
|  | Balance of course fees                                | £                     |             |
|  | Balance of course fees being paid by:                 |                       |             |
| <b>Travel costs</b> - support of up to <b>100%</b> available on total travel costs <b>exc. VAT</b>                 | Total travel costs                                    | £                     |             |
|  | Total travel costs exc. VAT                           | £                     |             |
|  | Amount of grant requested towards travel costs        |                       | <b>B: £</b> |
|  | Balance of travel costs                               | £                     |             |
|  | Balance of travel costs being paid by:                |                       |             |
| <b>Accommodation costs</b> - support of up to <b>100%</b> available on total accommodation costs <b>exc. VAT</b>   | Total accommodation costs                             | £                     |             |
|  | Total accommodation costs exc. VAT                    | £                     |             |
|  | Amount of grant requested towards accommodation costs |                       | <b>C: £</b> |
|  | Balance of accommodation costs                        | £                     |             |
|  | Balance of accommodation costs being paid by:         |                       |             |
| <b>Food &amp; drink costs</b> - support of up to <b>100%</b> available on total food & drink costs <b>exc. VAT</b> | Total food & drink costs                              | £                     |             |
|  | Total food & drink costs exc. VAT                     | £                     |             |
|  | Amount of grant requested towards food & drink costs  |                       | <b>D: £</b> |
|  | Balance of food & drink costs                         | £                     |             |
|  | Balance of food & drink costs being paid by:          |                       |             |
| <b>Total grant request</b>   | <b>A + B + C + D =</b>                                |                       | <b>£</b>    |
| <b>Do you or your business have any formal relationship with the training provider?</b>                            | YES   | NO                    |             |
| <b>If YES, please state the relationship</b>   |   |                       |             |

**This programme seeks to help Renfrewshire-based SME's working in the construction sector improve their competitive edge by increasing their skills and knowledge, specifically in relation to traditional building skills and the conservation of older buildings. Please explain fully the nature of the training this grant would support and the ways it will improve competitiveness or solve a problem in the company. For example, what effect will the training have on productivity, quality of service, growth of the business, ability to tender for projects, etc.**

**5. Workers to be trained** (continue on a separate sheet if necessary)

|   |  |
|---|--|
| Worker's Name                                     |  |
| Home Postcode                                     |  |
| Age   |  |
| Gender  |  |
| Job Title   |  |
| Full or part time                                 |  |
| Do they consider themselves to have a disability? |  |

|   |  |
|---|--|
| Worker's Name                                     |  |
| Home Postcode                                     |  |
| Age   |  |
| Gender  |  |
| Job Title   |  |
| Full or part time                                 |  |
| Do they consider themselves to have a disability? |  |

|   |  |
|---|--|
| Worker's Name                                     |  |
| Home Postcode                                     |  |
| Age   |  |
| Gender  |  |
| Job Title   |  |
| Full or part time                                 |  |
| Do they consider themselves to have a disability? |  |

|   |  |
|---|--|
| Worker's Name                                     |  |
| Home Postcode                                     |  |
| Age   |  |
| Gender  |  |
| Job Title   |  |
| Full or part time                                 |  |
| Do they consider themselves to have a disability? |  |

## 6. Supporting Documents

Please list any documents or links submitted in support of your application (such as further detail about the training, further detail about the training provider, further detail about your company's training strategy, further detail on costs, etc):

## 7. Terms and Conditions

By submitting this application, the applicant confirms and agrees to the following terms and conditions:

1. To the best of the applicant's knowledge and belief, the information provided, including all supporting documentation is accurate and complete, and any offer of support will be made on that basis.
  2. If any information provided is found to be incorrect or incomplete then any offer of support may be suspended or withdrawn by Renfrewshire Council with immediate effect.
  3. The applicant must not have made any financial or other commitment to the project detailed at section 4 overleaf prior to making this application and no such commitment shall be made unless and until a formal offer of support has been made to, and accepted by, the applicant.
  4. The applicant has met, and shall continue to meet, all relevant legal requirements in relation to the applicant's business, including, but not limited to, employment, equality and health and safety legislation.
  5. The applicant must have in place at all times all necessary licences and consents for its business activities.
  6. The applicant is not, and shall not become, indebted to the Council in any manner (e.g. business rates arrears etc.). Should this be the case, any offer of support may be withdrawn by the Council with immediate effect.
  7. The applicant will inform the Council if it receives any support from other public sector bodies and, in such circumstances, the Council, at its sole discretion, may reduce or withdraw the support offered.
  8. The Council has sole discretion to decide if an offer of support can be made.
  9. The Council may review any offer of support at any time and may suspend or withdraw support if it considers it appropriate to do so.
  10. When considering this application, or when reviewing any offer of support, the Council shall be entitled to take account of the following:-
    - The economic benefits, to the applicant and/or the wider Renfrewshire area, of providing the support.
- .....10
- continued*
- The resources needed to provide the support.
  - Any previous applications from the applicant whether or not support was offered.
  - Any information the Council considers is needed to determine if the applicant is a fit and proper person/organisation to receive support; such information may be obtained from public authorities including, but not limited to, other Council Services and relevant agencies, Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland.
11. If the Council requires further information on any of the matters referred to in paragraph 10 above, it shall notify the applicant what information is required and consideration of this application, or any offer of support already given, may be suspended until the required information is received by the Council.
  12. These terms and conditions shall form part of any offer of support together with any additional terms and conditions the Council considers to be appropriate.
  13. The Council may suspend or withdraw an offer of support if the applicant breaches any of the terms and conditions referred to in paragraph 12 above.
  14. If any offer of support is suspended or withdrawn, the Council may reclaim any monies paid in connection with this application.
  15. All information supplied by the applicant will be used in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018 ("DP Laws"). It will be processed by Renfrewshire Council's Development and Housing Services for promoting and evaluating business support services offered by the Council, our approved contractors and other public economic development agencies. It may also be shared with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland to help prevent or detect fraud or crime and to verify consents and licences and compliance with legislation.

## 8. Declaration

On behalf of and as authorised by the applicant, I confirm that I have read and understood the terms and conditions above and the applicant agrees to be bound by them.

Name

Position

Signature

Date

**Please return this form, together with supporting documents to:** Renfrewshire Council, Paisley TH.CARS2, Regeneration Team, Chief Executive's Service, Renfrewshire House, 4<sup>th</sup> Floor, South Wing, Cotton Street, Paisley PA1 1WB or email [th.cars2@renfrewshire.gov.uk](mailto:th.cars2@renfrewshire.gov.uk)

## PRIVACY NOTICE

### About Paisley TH.CARS2

Paisley TH.CARS2 is a Renfrewshire Council led regeneration project.

Its key aim is to improve historic properties and streetscape within the town centre conservation area, supporting the regeneration of Paisley through the preservation of its heritage assets.

This Privacy Notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed.

For the purpose of this Renfrewshire Council acts as a Controller in relation to the provision of employability and business development services.

The details you have provided will be used:

- to provide you with the information, products and services that you request from us
- to evaluate Paisley TH.CARS2 services
- to notify you about changes to Paisley TH.CARS2 services

To check the accuracy of your application and to administer the scheme we may share your information with other Council Services and our business partners. All information supplied will be used in accordance with the Data Protection Laws.

### Your rights

You can find out more about how the Council handles your information and your information rights at [www.renfrewshire.gov.uk/privacypolicy](http://www.renfrewshire.gov.uk/privacypolicy)

### Contact

Contact Data Protection Officer

Email: [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk)

### Confirm You Would Like to Keep Hearing from Paisley TH.CARS2

- If you wish to receive information about other Paisley TH.CARS2 services or similar services which we feel may interest you, please tick this box.

You can opt-out of receiving our correspondence at any time by emailing [th.cars2@renfrewshire.gov.uk](mailto:th.cars2@renfrewshire.gov.uk).