

# Sevenoaks District Council – WorkBoost Programme

## Guidance

Please read this guidance before completing your grant application form.

**Please note:** WorkBoost grants are funded through the UK Government's UK Shared Prosperity Fund and Sevenoaks District Council has designed WorkBoost as a programme to support employment, helping businesses to take on new staff and helping those out of work to gain employment and experience.

### Eligibility

The following businesses **will not be eligible** for this Grant:

- Businesses that are not registered in and trading from the Sevenoaks District. Check [which local authority your business is based in](#).
- Businesses that have started or entered any form of administration or Insolvency process.
- Multinational businesses, national chains or franchises, nor businesses that have more than 5 properties irrespective of locations.
- Businesses that have already received Public Subsidiary Grant payments that equal the maximum permitted subsidy allowances, or would exceed them if awarded the grant. You will need to tell us by signing a separate declaration about any other grants received from public authorities in the last three financial years in order to confirm that you will not exceed the maximum funding an organization can receive under the [Minimal Financial Assistance \(MFA\) rules](#). No offer will be confirmed until the declaration is signed and returned. It will be your responsibility to advise Sevenoaks District Council if any further grants are received since return of their declaration.

### Eligible businesses must:

- Have a business bank account and be able to provide two months of bank statements
- Have a job description and person specification for the proposed role, which should be provided with the application form

Please note that a grant is not guaranteed and the available finance is limited. An assessment process is completed as per the process outlined in this guidance and awarded as per the terms and conditions in this guidance, and your offer letter should your application be successful.

In order to ascertain eligibility, various validity checks on the business are completed.

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### Conditions attached to employing a person through a grant

1. The purpose of WorkBoost grants is to fund employment of 21 hours per week at minimum wage rate for people from the following categories;
  - a. 18-24 years old
  - b. Disabled, including physical or mental disabilities and or learning difficulties and disabilities, whether diagnosed or not. There shall be no age restriction for this group.
  - c. People who have been unemployed for at least 12 months regardless of age or (dis)ability.
2. The person to be employed must not be a relative, friend or close connection of the employer or its existing staff.
3. Prior to the placement, the person to be employed shall be unemployed or under-employed. There shall be no requirement to prove that they have been in receipt of Universal Credit or any other state benefit. Underemployment refers to a situation where people are employed but their work is inadequate in terms of hours worked, skill level, or income, often resulting in individuals being unable to fully utilise their skills and capabilities.
4. The employer may source its own applicants. However, Sevenoaks District Council works with a number of referring partners that may be able to assist with provision of eligible applicants.
5. It is the employers responsibility to ensure that the conditions above are met and to ensure they have on record confirmation of employment status as above and that all required pre employer checks are completed by them

### Dates of employment

1. The latest possible start date for employment shall be 6 December 2024. This will allow 12 weeks to elapse before the end of February 2025.

### Funding

1. Grant funding is for 21 hours of minimum wage appropriate to age, for 12 weeks.
2. If the placement does not last 12 weeks then the appropriate pro-rate amount of the grant must be returned to Sevenoaks District Council.
3. The employer may top the pay up from its own funds and / or pay for additional hours of employment.

### Training

1. Employers must ensure that the employee attends two days of training as provided by Sevenoaks District Council. These days may occur on non-working days for the employee, Sevenoaks District Council will provide dates of training workshops which will provide employability support to ensure the individuals gain most from this placement and are well placed for future employment afterwards
2. Employers will provide role specific training from their own resources and as part of the employee's contracted hours.

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### Reporting

1. Successful grant applicants will be required to provide data to confirm that the conditions are being met this will include payslips to confirm that the individual remains in employment
2. Four weeks before the end of the contract, employers must also provide a concise report which details the progress made by their employee and the next steps anticipated by them and the individual
3. At four-weekly intervals Sevenoaks District Council will telephone applicants to gather their feedback on placement and progress.

### How Sevenoaks District Council will decide on your application

1. Standardised evaluation criteria shall be used to ensure eligibility and supported by validity checks on applicant companies
2. A panel of three officers will assess the grant application against the criteria.
3. Awarding of a grant is discretionary and the decision of Sevenoaks District Council shall be final.
4. Grant applications shall be considered on a rolling basis. Applications are to be considered on a 'first come, first served' basis and Sevenoaks District Council shall not consider any applications received after the funds have been fully allocated.

Your Information will be processed in accordance with the Sevenoaks District Council privacy [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

Applicant businesses are required to register on the [Sevenoaks District Business Directory](#) if not already done so.

### Application Process

1. Application received with supporting documents including business bank account statements for most recent 2 months, job description and person specification for the role.
2. Initial internal checks and reviews take place
3. Notification of outcome
4. Grant awards will be subject to receipt of confirmation and evidence of employment of a suitable individual.
5. Submission of evidence will release grant payment
6. Applicant (business) to provide weekly/monthly payslip evidence for the 12-week duration
7. Placement will be required to engage in training
8. Monthly review with applicant will take place to discuss placement

If you are unsure about anything and your query is not answered in this guidance, please email: [workboost@sevenoaks.gov.uk](mailto:workboost@sevenoaks.gov.uk).