**Community Trusts Apprenticeship Scheme**

Fort Augustus & Glenmoriston Community Company

Glengarry Trust

Stratherrick & Foyers Community Trust

**Please read the accompanying Guidelines and Scheme Proposal before completing this form. You can handwrite or type this form. Please return it to The Administrator, Fort Augustus & Glenmoriston Community Company, PO Box 2, Fort Augustus, PH32 4WA or by email to contact@communitycompany.co.uk remembering to enclose copies of your insurances and relevant health & safety documentation.**

**1. YOUR CONTACT DETAILS**

Name:

Contact phone number:

Alternative contact number:

Email address:

Home address:

**2. YOUR BUSINESS**

Name of business:

Address of Business:

Number of employees:

Number of previous/ current apprentices:

Do you have employee and public liability insurance?

Employee: **Yes/ No** Public Liability: **Yes/No**

Can you provide evidence of relevant health & safety compliance? **Yes/No**

**Please send us copies of relevant insurances and health & safety compliance.**

By health & safety compliance we mean a Health & Safety Policy and evidence of registration with either the Health & Safety Executive or Highland Council.

Your company or UTR number:

Your turnover for the last accounting year:

Your profit/loss for the last accounting year:

The value and nature of any assets associated with the business:

The value and source of any loans associated with the business:

Other sources of funding associated with your business:

**Please be aware we may need to see a copy of your latest accounts / balance sheet to confirm**

**financial stability. The financial accounts are only seen by the Chair of the Panel & the administrator &**

**will be kept completely confidential.**

**3. THE APPRENTICESHIP POSITION**

Apprenticeship to be followed:

Likely start/finish dates:

Do you already have a suitable candidate you are keen to appoint? **Yes/No**

Name of apprentice:

Age at date of application:

Address:

Qualifications:

How did you identify/ recruit them?

**4.** **MAKING A DIFFERENCE**

What difference do you anticipate the Apprenticeship grant will make to

- Your business?

- The Apprentice?

- The wider community?

**5. REFEREES**

Please provide names and contact details of 2 referees who we can contact about your business and interest in this scheme.

Referee 1:

Referee 2:

**6. Apprenticeship Budget**

Please detail below the total costs for creating and supporting this position (including those incurred by the apprentice) over a three year period. Please indicate any other finance available – this might include your own business, grants from industry bodies or entitlements the apprentice may have via the Modern Apprenticeship programme. If you anticipate the costs need covering from the Community Trusts please write CT Fund as the funding source. Please note that at this point it is anticipated that the ***maximum*** level of support available will be £21,000 -25,000K over 3 years. The final packaging of any financial support will be a process of further conversation and negotiation between the Community Trusts Panel and the business and be dependent on specific needs and issues associated with each particular apprenticeship position being developed. We expect that minimum wage for age will be used before apprenticeship wage.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Yr1** | **Yr2** | **Yr3** | **Total** | **Funding source**  **Confirmed Y/N** |
| Salary by Grant |  |  |  |  |  |
| Salary by Company |  |  |  |  |  |
| **Total Salary** |  |  |  |  |  |
| Equipment/Clothing |  |  |  |  |  |
| Course Fee |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total (A)** |  |  |  |  |  |
| Trust Funded Total |  |  |  |  |  |
| Company Funded Total |  |  |  |  |  |
| College/SDS Funded Total |  |  |  |  |  |
| **Total (B)** |  |  |  |  |  |

**Total A. & B. should be the same**

**Additional Information in Support of Costs noted**

If necessary, please tell us how these costs have been arrived at.

**7. How did you find out about the Apprenticeship Scheme?**

Advert Facebook Web Individual School

Careers Officer Other

**Signed:**

**Print Name:**

**Position in Business:**