



**February 2017**

## **Nottingham Works Programme: Nottingham Jobs Fund Plus**

### **Frequently Asked Questions**

#### **1. What is the Nottingham Works Programme?**

The Nottingham Works Programme consists of six related activities designed to help unemployed and economically inactive<sup>1</sup> young people in Nottingham to progress in education, training and employment opportunities.

The Nottingham Works Programme is part-financed by Nottingham City Council and the European Union through the European Social Fund (ESF) and the Youth Employment Initiative (YEI). ESF supports activities to extend employment opportunities and develop a skilled workforce.

#### **2. What is Nottingham Jobs Fund Plus?**

Nottingham Jobs Fund Plus is one of the six activities in the City Council's Nottingham Works programme.

**Nottingham Jobs Fund Plus** is designed to support employers to create year-long jobs for unemployed or economically inactive 18-29 year old City residents from one of the programme's target groups. These are young people:

- who are considered to be at risk or involved in gang activity
- ex-offenders
- with mental health issues
- who have been unemployed for at least 26 weeks.

Eligible employers can access:

- 70% of an employee's National Minimum Wage (based on a 30 hour per week for 52 weeks).
- A £500 contribution to the costs of appropriate training for their employee.
- A dedicated mentor for each placement to ensure that both employer and young person receive the pastoral support they need.

Eligible participants can access:

- Specialised support (e.g. counselling sessions for young people with mental health issues) to support their retention in employment.
- A hardship fund to contribute to initial transport and childcare costs where these are creating barriers to their continuing participation in employment.

#### **3. Which Companies are eligible?**

Any organisation based in Nottingham City Council's boundary or within reasonable travel time or distance of the city.

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<sup>1</sup> **Economically inactive** refers to a young person who is not seeking work or unavailable to start work

#### **4. Which young people are eligible?**

Eligible participants must be:

- i. Nottingham City residents<sup>2</sup> aged between 18 and 29 years old on the date they start their employment
- ii. In one of the Programme's target groups (i.e. those considered to be at risk or involved in gang activity, ex-offenders or those with mental health issues or those who have been unemployed for more than 26 weeks).
- iii. Unemployed or economically inactive prior to starting their employment

#### **6. What companies are excluded?**

- Companies which have exceeded the State Aid De Minimis threshold for European Funding.
- Companies that are planning redundancies.
- Where firms have other amounts owing to Nottingham City Council, this may be taken into consideration in determining eligibility.
- New positions which companies are obliged to create as a result of a community benefits clause in a contract with Nottingham City Council are excluded.

#### **7. At what point are the funding contributions paid?**

The 70% contribution to the National Minimum Wage is paid to the employer monthly in arrears on receipt of all necessary documentation.

The contribution to the costs of appropriate training is paid to the employer on receipt of evidence of expenditure.

The costs of specialised support, transport and childcare will be paid directly to the supplier of these services rather than the employer.

#### **8. What is the closing date?**

The total funds available are limited to supporting 115 participants; therefore the scheme will operate until such time as its resources are fully committed or until 31<sup>st</sup> March 2018 (whichever is soonest)

#### **9. What about large applications?**

Applications for multiple employees are welcome; however, applications concerning more than 5 employees will require additional information to be provided. Such applications may also be subject to special terms and conditions.

#### **10. What checks are made after the grant is approved?**

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<sup>2</sup> See Appendix A for Nottingham City Council boundaries within which apprentices must be resident

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Employers will be asked to provide information on the destination of the employee after they have completed their employment.

The Council reserves the right to require production of records relating to the recruitment and payment of the employees supported by the programme.

#### **11. Who will administer the Nottingham Jobs Fund Plus Programme?**

The Nottingham Jobs Fund Plus Programme will be administered by Nottingham City Council in partnership with Nottingham & Nottinghamshire Youth Services Ltd (a subsidiary of Futures, Advice, Employment & Skills)

In special circumstances, and in furthering the aims of the scheme, the Council reserves the right to delegate authority to approved agencies in respect of certain aspects of administration of the Nottingham Jobs Fund Plus Programme.

#### **12. Can employers also apply to the Nottingham Jobs Fund?**

As this is an extension to the existing Nottingham Jobs Fund scheme, employers cannot access both schemes for the same employee. They could however, access NJF for a different employee.

#### **13. Can employers also apply for the AGE grant if the employee is participating in an Apprenticeship.**

Employers may also be eligible for the Apprenticeship Grant for Employers (AGE grant). As this funding is paid via the Apprentice's Training Provider, employers are recommended to contact them to discuss eligibility.

#### **14. Can employers also access the Nottingham Apprenticeship Grant if the employee is participating in an Apprenticeship?**

No, young people can only receive support from one activity within the Nottingham Works programme at one time. As the NAG is part of the Nottingham Works programme Nottingham Jobs Fund Plus participants are not also eligible for the NAG.

#### **15. Will the information provided be used for any other purpose?**

The Council reserves the right to report the number of young people supported and the amount of funding awarded and paid to each recipient company to relevant City Council Committees, the full Council and The Department for Work & Pensions in line with the requirements of Nottingham City Council's agreement with the ESF Managing Authority and in any publicity about Nottingham Works Programme or the Nottingham Jobs Fund Plus Programme. This information may also be subject to freedom of information requests.

#### **16. How do I express an interest in participating in this programme?**

This activity is part-financed by Nottingham City Council and the European Union through the European Social Fund (ESF) and the Youth Employment Initiative (YEI).

If you are interested in finding out more about the programme or wish to create an opportunity please email [Nottinghamjobsfund@nottinghamcity.gov.uk](mailto:Nottinghamjobsfund@nottinghamcity.gov.uk)

Alternatively you can write to

Nottingham Works Programme  
Economic Development  
Nottingham City Council  
4<sup>th</sup> Floor, Loxley House  
Station Street  
Nottingham  
NG2 2NG

**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 any of the conditions stated in the foregoing sections
- fails to disclose information relevant to their application
- provides information which is misleading or incorrect
- the Council reserves the right to reject any application for the Nottingham Jobs Fund Plus Programme which it deems to be inappropriate

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