



## UKSPF - E37 - Skills Escalator Fund Application Form

This project is funded by the UK government through the UK Shared Prosperity Fund (UKSPF) in partnership with Nuneaton and Bedworth Borough Council, Rugby Borough Council, Warwick District Council and Stratford District Council.

**The Skills Escalator Fund** is designed to support businesses to upskill their employees to allow progression within their business.

The program is available to businesses base in Nuneaton and Bedworth, Rugby, Warwick and Stratford post code areas (with up to 249 employees) who are seeking to invest in their employee's progression by supporting them to undertake further training which contributes to the needs of the business.

The fund offers up to £750 grant funding per employee towards the training of up to 5 employees. Training can be qualifications, licences, vocational skills training, or certificated learning which is delivered by a college or independent training provider.

**Please note** – The Skills Escalator Fund can only support up to £750 of the training (**VAT cannot be paid by the fund due to Warwickshire County Council not being the commissioner or recipient of the training**), however the employer is permitted to top up any remaining costs to the training, should the total exceed £750. Courses must be completed by 31<sup>st</sup> March 2025. Before payments can be made applications require approval and invoices/receipts received along with evidence of participant course completion.

If you wish to discuss how the fund can support your business, please contact the Warwickshire Skills Hub – [skillshub@warwickshire.gov.uk](mailto:skillshub@warwickshire.gov.uk)

### 1.0 Employee Training Application Details

Please provide details for the following:

1. How could the Skills Escalator Fund support you to upskill your workforce?

2. What benefit to the business could the funded training bring?

3. How will the training support progression for the business's employee/s?





2.0 Business Details	
Name of Business	
Main Contact	
Title or Position Held	
Business Address	
Postcode	
Contact Telephone Number(s)	
E-Mail Address	
Business status (e.g., Limited Company, Sole Trader, Partnership etc)	
Core business activity/sector	
Company/charity registration number (if applicable)	
Date business started trading	
Are you VAT Registered? (if so please include VAT registration number)	
Number of employees (FTEs) - (FTE = Full Time Equivalent @ 36 hours per week)	



**4.0 Subsidy Control Declaration**

In Order to minimise any potential distortion of competition, Warwickshire County Council (“WCC”) is subject to various legal limits on how much financial assistance can be given to any single economic actor over a set period. This declaration sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations. If you have any queries, please seek independent legal advice.

By Section 36 of the Subsidy Control Act 2022 (the “SCA”), the subsidy control provisions do not apply to subsidies where the minimal financial assistance exemption applies. This exemption applies where the subsidies given to an enterprise by any public body does not exceed £315,000 in the applicable period (e.g. the elapsed part of the current financial year and the two financial years immediately preceding the current financial year).

Any subsidy provided to you from any public body in relation to your community project to be supported by the Councillors’ Grant Fund may be relevant if you wish to apply, or have applied, for any other subsidies from public authorities. You may need to declare any funding provided by the Councillors’ Grant Fund (if your application is successful) to any other body who requests information from you how much you have received in the way of subsidies.

Please advise us now of any other subsidies (which may include any state aid granted prior to 1 January 2021) which your enterprise and any enterprises linked to it may have received (from WCC or any other public authority) during your current and previous two fiscal years, as we need to check that our support added to that previously received, will not exceed the threshold of £315,000 over the last 3 financial years. Subsidies and state aid includes not only grants but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as subsidy or state aid, please include it.

Please provide details here.





**5.0 – Outputs**

Please state the employees details you wish to upskill by accessing this fund (Max 5) The amount you would like to access for each individual (Max £750) Please note we cannot pay VAT and will require a copy of the joining instructions, an invoice from your nominated college/training provider and completion evidence.

Employee Name	Job Title	Amount Applying for excluding VAT (£)	Proposed Qualification/Licence/Vocational skills training
1			
2			
3			
4			
5			

**Training providers and course cost/duration - Please note training will need to be completed by 31st March 2025.**

Employee	Training provider	Total Cost of Training (excluding VAT)	Course Duration
1		£	
2		£	
3		£	
4		£	
5		£	



6.0 Proposed Training Provider/Course Details	
Name of Training Provider 1	
Provider Address	
Postcode	
Main Contact	
Title or Position Held	
Contact Telephone Number(s)	
E-Mail Address	
Course/training to be delivered	
Estimated Start Date	
Estimated End Date	

Name of Training Provider 2 (Only complete if more than one training provider)	
Provider Address	
Postcode	
Main Contact	
Title or Position Held	
Contact Telephone Number(s)	
E-Mail Address	
Course/training to be delivered	



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Estimated Start Date	
Estimated End Date	

Name of Training Provider 3 (Only complete if more than two training provider)	
Provider Address	
Postcode	
Main Contact	
Title or Position Held	
Contact Telephone Number(s)	
E-Mail Address	
Course/training to be delivered	
Estimated Start Date	
Estimated End Date	

7.0 Supporting Documents for providers.	
Please ensure the following information is submitted to the WCC UKSPF team to enable payment.	Please tick.
Joining instructions – Once booking is confirmed.	<input type="checkbox"/>
Course Completion Form – On completion of training	<input type="checkbox"/>
Invoice detailing unique grant reference number (provided to college/training provider upon authorisation)	<input type="checkbox"/>





### 8.0 Business Declaration and Signature

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct. I also confirm that my business meets the European Commission definition of a Small to medium enterprise or that I am a sole trader.

I understand that acceptance of this application does not in any way signify that the project is eligible for support or that funding has been approved towards it.

I confirm that I understand the purpose of this form and the reasons for the collection of my personal data (to the extent that this form contains information which is personal data for the purposes of the General Data protection Regulation)

#### The General Data Protection Regulation (GDPR)

I can confirm that my business may receive support and assistance from the Warwickshire County Council UKSPF Skills Escalator Fund.

All personal information that you provide us with in this form and in all communications, you have with Warwickshire County Council as part of the **UKSPF Skills Escalator Fund** will be dealt with in accordance with our GDPR compliant Privacy Notice. Copies of this Privacy Notice may be obtained from <https://www.warwickshire.gov.uk/privacy>

To find out more about how UKSPF use information read the UKSPF privacy Notice:  
[UK Shared Prosperity Fund: privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/privacy-notice)

The data we collect is for the purposes of the UKSPF Skills Escalator Fund.

The programme requires your data to be added to the CRM Evolutive System.

Warwickshire County Council will use the information you supply:

- To provide business support to you and make referrals to partners and other providers of relevant services as appropriate.
- This information will be used to evaluate the project and to report to the fund holder, Nuneaton and Bedworth Borough Council and the funder 'UK Government Department for Levelling Up, Housing and Communities' for monitoring and evaluation purposes.

Your details will be stored securely and retained until 2034 in compliance with GDPR requirements. We will only use your data for this programme and not for marketing or commercial purposes unless you give us consent to use your data for these purposes.

Do you consent for your data being used for?

Marketing updates from WCC    Yes     No

Events information from WCC    Yes     No

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.



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By signing this form, I confirm that I/the business is aware of and agrees to supply confirmation/evidence that the employee(s) have completed/attended the course the grant relates to. I also give Warwickshire County Council (Specifically the Warwickshire County Council UKSPF team) permission to request confirmation and evidence directly from the training provider(s).

<b>Signed</b>		<b>Print Name</b>	
<b>Position</b>		<b>Date</b>	

<b>9.0 Application Assessment and Feedback (to be completed by WCC UKSPF team)</b>	
<b>Date assessed:</b>	
<b>Is the employer a sole trader/small/medium sized business?</b>	<b>Yes / No</b>
<b>Is the employer in the NBBC, RBC, WDC or SDC area?</b>	<b>Yes / No</b>
<b>Will funding support job security, promotion/retraining and/or increased working hours?</b>	<b>Yes / No</b>
<b>Will training be completed by 31/03/2025?</b>	<b>Yes / No</b> <b>If no, please specify anticipated end date.</b>
<b>Does the provide acknowledge the information/evidence required for payment to be made?</b>	<b>Yes / No</b>
<b>Approval Given?</b>	<b>Yes / No</b>
<b>If no, what is the justification to decline?</b>	
<b>If yes, what is the total authorise amount?</b>	<b>£</b>
<b>Name of UKSPF Assessor:</b>	
<b>Signature:</b>	
<b>Name of UKSPF Programme Lead</b>	
<b>Signature:</b>	







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<b>Date of Approval</b>	
<b>Anticipated date of payment/claim</b>	

**Application Feedback:**

Empty space for application feedback.

**Unique Grant Reference Number(s) Issued (if more than one, will be listed in employee application order):**

Empty space for unique grant reference numbers.

Please note, the above reference(s) must be detailed on invoices for payments to be made from the Skills Escalator Fund.

