

LOW CARBON SKILLS FUND APPLICATION FORM

Instructions for completing this form: To help you complete the application form please refer to the guidance notes with this form. Please use block capitals.
 Data Protection Act 1998: We will use the information you give us on this form to process your Low Carbon Skills Fund application. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We will share this information with other organisations for the management of your account. We may also share this information with other organisations for research and evaluation purposes or other follow up activity related to Low Carbon Skills Fund. Any data shared will refer to the business only, and no individual employee data will be shared.

To avoid delays in processing your application, please ensure that you answer every question within each of the four parts of this form.

PART 1: Business Details

Name of business					
Address					
Town/City					
Postcode					
Contact name			Job/title position		
Telephone number			Email		
Nature of business (e.g hotel) <small>(note 1)</small>			Total number of employees <small>(note 3)</small>		
Sector Skills Council <small>(note 2)</small>			Annual training budget (if any) <small>(note 4)</small>		
Estimated annual turnover <small>(note 5)</small>	less than £25k <input type="checkbox"/>	£25k-£50k <input type="checkbox"/>	£50k-£100k <input type="checkbox"/>	£100k-£200k <input type="checkbox"/>	£200k-£300k <input type="checkbox"/>
	£300k-£400k <input type="checkbox"/>	£400k-500k <input type="checkbox"/>	£500k- £1m <input type="checkbox"/>	£1m-£5m <input type="checkbox"/>	£5m+ <input type="checkbox"/>

Acceptance of terms and conditions

I accept and confirm that:

- (note 3) The total employee headcount for the business applying for this funding is 250 or less. yes no
- (note 6) The business is based in Scotland and the employees participating in the programme are resident in Scotland. yes no
 Any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland. yes no
- (note 7) The business is privately run and its current and/or intended business activity is in renewable energy, energy efficiency and/or carbon reduction. Skills Development Scotland may request evidence or information to confirm the status of the business. yes no
- (note 8) Any learning undertaken will meet the learning criteria (outlined in the Programme Rules and Guidance, Section 3) and will be used to support staff development, key business priorities and desired outcomes. yes no
- (note 9) I agree to participate in any evaluation of the programme, if requested by Skills Development Scotland or their appointed contractor. yes no

Skills Development Scotland may recoup monies paid to the business if false information is given, or if the business fails to provide evidence that learning has been completed.

I have read, understood and accepted rules of the offer, as outlined in the accompanying Programme Rules and Guidance, Section 4. yes no

The information I have provided is accurate and true to the best of my knowledge. I confirm that I have read, and agreed to, the rules as outlined above and in the Programme Rules and Guidance, Section 4.

Name (on behalf of applicant)	Position	
Signature	Date	
Reference Number (to be completed by Skills Development Scotland)		

LOW CARBON SKILLS FUND

PART 2: Business priorities that will be supported through training and development

<p>Building a picture</p>	<p>To help us understand the reasons why you are applying for this funding, it would be helpful if you could provide a short business statement outlining your key business priorities which will be addressed by the implementation of training activities. PART 4 gives you some helpful guidance with this.</p>
<p>Business statement example</p>	<p>We wish to implement a programme of training that will develop new and transferable skills for our existing workforce that will ensure that the business keeps pace with emerging technologies and opportunities around energy efficiency and the transition to a low carbon economy. By developing the skills of our workforce, not only will we strengthen and sustain our position in this market, but we will also effectively contribute to meeting Scotland's renewable electricity/heat/emission reduction targets.</p>
<p>Your business statement Please write your statement in the box on the right: (note 10)</p>	
<p>What would happen if you didn't receive funding through this programme? (note 11)</p>	<p>We would carry out all of the training, but it would be over a longer period of time <input type="checkbox"/> Tick one option only</p> <p>We would not carry out any of this training at all <input type="checkbox"/></p> <p>We would only carry out some of the training <input type="checkbox"/></p> <p>We would carry out the training as planned <input type="checkbox"/></p>
<p>Current arrangements (note 12)</p>	<p>Does the business have someone who is specifically responsible for staff training and development? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Is the responsibility for staff training and development part of someone's wider role? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Do you feel that the business has sufficient capacity to identify and develop staff? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Does the business have a method of identifying training needs (e.g. personal development plans)? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Is the majority of the business' current training legislative? (e.g. Health and Safety) yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Does the business usually arrange training on an ad-hoc basis, i.e. just when it's needed? yes <input type="checkbox"/> no <input type="checkbox"/></p>

Employee name	Date of birth (dd/mm/yyyy) (note 13)	Male or Female	Home postcode (note 14)	Position/job role in company	How long in this position?	Type of training (note 15)	Name of organisation delivering training (must be external)	Anticipated completion date (dd/mm/yyyy)	FINANCIAL COMMITMENT		
									(A) Total cost of each training course (note 16)	(B) Contribution sought from SDS (50% of costs up to £500) (note 17)	(C) Amount to be funded by business (A minus B) (note 18)
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
TOTAL COSTS									£	£	£
TOTAL CONTRIBUTION SOUGHT										£	

LOW CARBON SKILLS FUND

PART 4: Objectives linked to business priorities (note 19)

What you would like to achieve as a result of the training that will be undertaken? Please tick the objectives that apply. You can tick as many as you like, but you must tick at least one box.

GUIDANCE	OBJECTIVE NO.	OBJECTIVE OF TRAINING	PLACE A TICK IN THE BOX(ES) THAT APPLY
<p>Improved productivity through better staff development and growth</p> <p>Where you can identify evidence or feedback to show that the utilisation of new skills is impacting positively on the business. This includes training, learning, self growth, corporate culture, behaviours and attitudes.</p>	1	We wish to make better recruitment decisions based on the skills our business needs	
	2	We wish to ensure that our performance appraisals allow us to set objectives that will impact on our business priorities	
	3	We wish to provide more employees with training that has had an impact on the business	
	4	We wish to implement new staff development plans that allow us to build on our employees' strengths	
	5	We wish to improve staff retention	
	6	We wish to improve timekeeping and attendance	
<p>Improved processes</p> <p>Where you can identify evidence or feedback which will show that the introduction of metrics based on internal business processes will allow management to report improvements in the way in which the business is performing.</p>	7	We wish to improve the reliability and delivery times of our suppliers	
	8	We wish to improve product or service availability	
	9	We wish to increase investment in research and development	
	10	We wish to increase the level of repeat business	
	11	We wish to reduce materials wastage	
	12	We wish to increase savings from implementing employees' suggestions	
<p>Improved customer experience</p> <p>Where you can identify evidence or feedback to support that the business will benefit by improving the customer experience through better use of skills and resources which also minimise the time taken on the tasks that are performed by employees.</p>	14	We wish to increase our client base	
	15	We wish to reduce customer complaints	
	16	We wish to reduce customer waiting times	
	17	We wish to respond quicker to customer enquiries	
	18	We wish to improve product or service availability	
	19	We wish to extend our range of products/services	
<p>Financial impact</p> <p>Where you can identify evidence or feedback which supports that the proposed training interventions will contribute to a positive financial return in investment to the business.</p>	20	We wish to increase our product price	
	21	We wish to reduce distribution costs	
	22	We wish to reduce outstanding debts from customers	
	23	We wish to sell our products to new customers	
	24	We wish to increase our domestic market share	
	25	We wish to expand our business into new market sectors	
	26	We wish to improve our unit cost	
<p>If you wish, you can add your own objectives. Use the box(es) to the right to record these and place a tick in the end column against each one.</p>	28		
	29		
	30		

	NOTE	RELATING TO	GUIDANCE FOR COMPLETION OF THE APPLICATION (further information can be found in the accompanying Programme Rules and Guidelines)	WHY DO WE NEED THIS?
PART 1	1	Nature of business	A general description which tells us what your business does.	Under European funding rules, we are required to provide statistical information to inform which industries and sectors participated in the programme.
	2	Sector Skills Council	Please indicate the name of the Sector Skills Council that is assisting you with your application.	
	3	Number of employees	Please write in the number of staff that are employed in Scotland by your business. The total headcount must be 250 or less, irrespective of whether they are part time or full time. You will be required to confirm this as part of your acceptance of the terms and conditions.	This information will be used to check eligibility and to give us statistical data around the size of businesses participating in the programme.
	4	Annual training budget	The amount you spend each year on all staff training. An estimate will suffice. If you do not know what this is, then write 'not known'.	We are required, under European funding rules, to provide statistical information regarding the profile of businesses participating in the programme.
	5	Estimated annual turnover	The annual turnover of the business – please tick the appropriate box.	
	6	Location	Any business applying for funding, and any employees listed on their application, must be based in Scotland.	Under European rules, this funding can only be given to support training that benefits businesses and employees based in Scotland.
	7	Status of business	This programme is limited to certain classifications of business. See the Programme Rules and Guidance.	This programme aims to provide funding support for Scottish businesses that may otherwise not have access to Government funding.
	8	Eligible learning	A definition of what can, and cannot, be funded is provided in the accompanying Programme Rules and Guidance.	Programme rules dictate that only learning defined as eligible can be funded, and that the link between this learning and business priorities must be demonstrated within the application by reference to the desired outcomes.
	9	Evaluation	As in many publicly-funded projects, evaluation is an important element of this programme. This will establish how successful it has been for you and what lessons can be learned from the experience. Your feedback will be vital to this process.	Since the evaluation is such a crucial part of the programme, we need to know that you are happy to participate.
PART 2	10	Business statement	To help us understand the reasons for your application, please provide a brief statement outlining what business priorities the training on this application will help you with, and how you expect to see the benefits both in terms of the individual employees' skills and the overall effect on your business.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake.
	11	Effect of funding	To allow us to understand the effects of this funding, please indicate how this has affected your plans for implementing the training in your application.	
	12	Current arrangements	It is useful for us to know the background to your choice of these particular courses, and what resources you have available within your business to help plan training activity.	
PART 3	13	Date of birth	Please enter the date of birth of the person undertaking the training.	Employees must be resident in Scotland. Also, we are required, under European funding rules, to provide statistical information regarding the geographic and age profile of individuals participating in the programme.
	14	Postcode	Please enter the residential postcode of the person undertaking the training.	
	15	Type of training	The title of the course would be ideal, otherwise a description of the training identified.	This allows us to ensure that the training identified is eligible and allows us to analyse the types of training funded through this programme.
	16	Cost of training	Please enter the cost as confirmed by the organisation delivering the training for each individual. Where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, then in the line for each person enter £200 in Box (A): (£800 divided by 4).	This will ensure that both parties understand their respective financial commitments. Please provide totals at the bottom of each column.
	17	SDS contribution	This is the amount that Skills Development Scotland will fund, in accordance with the Programme Rules. Using the above example, where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, this is an average cost per person of £200. In Box (B), therefore, show the contribution sought as £100 (50% of cost).	
	18	Funded by business	This is your outlay per training episode. Using the above example, show £100 in box (C).	
PART 4	19	Objectives	A list of objectives has been provided which will help you to define your Business Statement. You can also add your own. You can tick as many as you like, but you must tick at least one box.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake. This information will be used in the evaluation phase of the programme.

Low Carbon Skills Fund Rules and Guidance

CONTENTS

1. Low Carbon Skills Fund	2
About Skills Development Scotland	
The aim of the programme	
2. Who can apply?	2
3. What can I apply for?	3
What type of training will be supported?	
What will not be supported?	
4. Rules of the programme	4
5. Amount of support	5
How much can I apply for?	
6. Information to help you apply	5
How do I apply?	
Where should I send my completed application form?	
7. What happens next?	6
If your application is successful	
If your application is unsuccessful	
Changes in circumstances	
When will I be paid?	

1. Low Carbon Skills Fund

About Skills Development Scotland

Created in 2008, Skills Development Scotland (SDS) is a non-departmental public body (NDPB) which brought together the careers, skills, training and funding services of Careers Scotland, Scottish University for Industry (learndirect scotland) and the Skills Intervention arms of Scottish Enterprise and Highlands & Islands Enterprise.

As Scotland's leading skills body, Skills Development Scotland is equipped to provide people with skills, training and funding advice. Learning and development are essential to productivity and competitiveness, and Skills Development Scotland can help to direct your people development efforts so that you gain more from your investment

The aim of this funding programme

The aim of the Low Carbon Skills Fund is to enable employers to access sector specific training to help the adoption of processes around carbon reduction and energy efficiency. Skills Development Scotland will provide a financial contribution to your business to allow you to invest in learning and development for your staff, and so help support the sustainability and growth of small businesses within Scotland operating within this sector.

2. Who can apply?

The offer is open to businesses in Scotland that meet the following eligibility criteria. You can apply for the Low Carbon Skills Fund if;

- Your work fits with the following:-
 - Adopting processes around carbon reduction
 - Increasing the energy efficiency of products and/or the built environment
 - Installing lower carbon products or renewable energy resources
 - Increasing energy efficiency in relation to process improvements
- The total employee headcount for the business (as a whole) applying for this funding is 250 or less.
- The business is, and the employees participating in the programme are, based in Scotland
- Your business or enterprises is a private sector organisation including voluntary and community not-for-profit status.
- Your business operates as a sole trader or freelancer (as defined below):
- You are a sole trader if:
 - you are trading as an individual;
 - your business finances cannot be separated from your personal finances insofar as a sole trader carries unlimited liability and is personally responsible for obligations incurred.
- You are a freelancer if you are currently:
 - employed on a fixed term contract of not more than 364 days.
- Your business is privately run or funded outwith the Public Sector:

3. What can I apply for?

What type of training will be supported?

This fund has been established to enable employers to have access to funding to support the delivery of flexible interventions to new skills and training to support the sustainable development and growth of their business, reducing resource use and implementing energy efficiency measures, adopting innovative technologies, embracing new sustainable practices and processes, and identifying new market opportunities.

The programme will provide funding for the uptake of training in areas including:

- Renewable energy – wind, wave and tidal, biomass, geothermal, hydro and photovoltaic energy generation, microgeneration and renewable heat technologies;
- Low carbon technologies – alternative fuels for vehicles, carbon capture and storage, building technologies, energy management and carbon finance;
- Environmental management – air pollution control, environmental monitoring, marine pollution control, waste management, recovery and recycling; as well as the service industries that support environmental management
- Resource efficiency – (energy, water, waste, materials) and sustainable business practices;
- Environmental and Clean Technologies – sustainable transport, building technologies, recovery and recycling, water and waste water treatment, environmental monitoring ;
- Food & Drink – waste management and reuse, reducing carbon in supply;
- Tourism – ‘green’ tourism products and services:
- Financial services – green financial products and carbon trading;
- Chemical sciences – renewable fuels, biobased feedstocks;
- Forest industries – wood fuel and biomass for renewable heat and power

You will need to demonstrate

- that the training courses you identify in your application support or are in line with your business priorities.
- that any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland
- that the training is delivered by an external organisation.

Below is a list of the type of training that is eligible for support. This list is not exhaustive but a guide to the type of activity:

- Qualifications including individual units

- Master Classes
- Learning based on National Occupational Standards
- Industry recognised qualifications
- First line supervisory management
- Workshops
- Taster sessions

What will not be supported by the Low Carbon Skills Fund?

The following training will **not** be funded through the Low Carbon Skills Fund;

Legislative or Statutory training:

Any non-negotiable training that is required by current legislation or statute - regardless of your own rules and regulations - to comply with the law and requirements of regulatory bodies as below:

- to carry out duties safely and efficiently
- to protect staff from harm
- to maintain competence to required standards

This would exclude the following types of training (examples):

- Diversity including Disability and Race Equality
- Fire Safety: Instruction and Evacuation / Fire Wardens / Fire Marshals
- Manual Handling / Safe Load Handling
- Health and Safety Awareness (including risk assessment / risk management)
- Display Screen Equipment (VDU Risk Assessment)
- First Aid Appointed Persons & First Aid At Work

Given the commitment in the Government Economic Strategy to ensuring no barriers to realising the growth potential of the key sectors, consideration will be given to direct training to support staff development towards new/emerging legislation (but not certification or assessment).

Other exclusions include:

- Training delivered in-house by staff employed by the business
- Company 'teambuilding away days'
- Company process awareness activity
- Leadership and Management programmes (excluding first line supervisory management)
- Travel and accommodation costs for employee or trainers
- Staff backfill costs / downtime costs
- Employer administration costs

4. Rules of the programme

The following rules form part of the agreement between your business and Skills Development Scotland, therefore, please ensure that you fully understand and accept the following:

- funding for the **Low Carbon Skills Fund** will be allocated on a first come first served basis

- the business will be responsible for negotiating the cost of the training and meeting the payment terms agreed with the organisation providing the training
- the cost of the training being applied for must not be funded by any other public source
- employers can apply for funding for up to 25 episodes of training per business. In effect, 25 employees can undertake one training episode each, or 5 employees can undertake 5 episodes each. Any combination is permitted, as long as the number of training episodes does not exceed 25.
- those employees participating in the programme must also be based in Scotland
- funding through this programme cannot be used to offset the cost of training already undertaken as the required eligibility and verification checks will not have been carried out
- the business will be required to register for the offer by 31st March 2012 and the training must be complete by 30th June 2012
- claims must be submitted within eight weeks of the training being completed and no later than 31st August 2012
- if you need to make any changes to your application after it has been submitted or approved, it is important that you let us know as quickly as possible. Not doing so may result in your claim being rejected (further guidance on this is shown in Section 8 of this document)
- to ensure compliance with the terms and conditions of the programme, and to ensure that the training provided meets the objectives outlined within the application, Skills Development Scotland reserves the right to monitor the Business' progress and outcomes and to ensure that the training is being delivered by a bone fide provider
- during, or at the end of the project, Skills Development Scotland, or its approved contractor, reserve the right to contact the business to undertake an evaluation of the programme, the results of which may be made available to our funders, stakeholders and key partner organisations

5. Amount of support

How much can I apply for?

- the amount we base our match funding on is the cost of your training exclusive of VAT.
- upon receipt of the necessary evidence, we will retrospectively fund 50% of each episode of training up to a maximum of £500. For example, if an episode of training costs £1200 excluding VAT, we will refund £500. If it costs £300 excluding VAT, we will refund £150.
- an employer can apply for funding for up to 25 courses.

6. Help with identifying the right training for your workforce

Once you receive the application form, you will have to detail what training you wish your employees to undertake, in accordance with the programme rules.

You may have a clear idea of what training you wish to apply for, and the organisations that will deliver that training. Please record this on Part 3 of the application form, ensuring that it meets the criteria set out in Section 3 of this document, and relates to business objectives.

If you require assistance in identifying appropriate training, you can call our free helpline on 0800 783 6000 our advisers will be happy to conduct a course search for you. Alternatively, you can access an online course search tool at:

<http://www.skillsdevelopmentscotland.co.uk/tools>

If you require guidance on training that is specific to your sector, we have provided a list of Sector Skills Councils (SSCs) that represent your industry in Appendix 1. We have provided links to each SSC on our website:

<http://www.skillsdevelopmentscotland.co.uk/knowledge/signposts/sector-specific-sources.aspx>

For further guidance on improving business performance through employee development and on identifying the appropriate training for your employees, we have provided a series of online workbooks that can be found in the employers section of our website:
www.skillsdevelopmentscotland.co.uk

We suggest the following workbooks to help you at this stage of the process:

How do you decide what development you and your people need?

<http://www.skillsdevelopmentscotland.co.uk/media/49734/workbook1sds.pdf>

How do you plan and deliver the development that your people and your business needs?

<http://www.skillsdevelopmentscotland.co.uk/media/49737/workbook2sds.pdf>

7. Information to help you apply

How do I apply?

To apply for funding from the Low Carbon Skills Fund you need to:

- Read through the Programme Rules and Guidelines
- Complete all sections of the Low Carbon Skills Fund application form
- Ensure you sign and date the application form,
- Return the application form to the address provided below.

Please ensure that each piece of information is completed clearly and you have made a copy of your application for your own reference.

Make sure you answer every question on the application form – only complete applications will be accepted

It is your responsibility to ensure that your application reaches Skills Development Scotland. We cannot accept responsibility for applications that are not submitted in time.

Where should I send my completed application form?

Completed application forms should be sent to:

**Low Carbon Skills Fund
Skills Development Scotland Centre
New Lanarkshire House
Dove Wynd**

8. What happens next?

If your application is successful

If your application for the programme funding is successful you will receive confirmation in an award letter outlining the detail of the award and documented confirmation of the successful employees and training episode.

Remember that any training being undertaken through this programme should not commence until the application for funding has been approved by Skills Development Scotland.

This award letter will be sent to you within five working days of our receiving your application.

Accompanying the award letter will be a claim form. This will confirm the details of each training course as shown in Part 3 of your application form.

The claim form will ask you to:

- provide evidence from the organisation delivering the training identified in your application has been completed at the costs agreed (for each episode of training). The evidence we need will be:
 - an original (preferably, although a copy would suffice) bank statement showing that the payment has been made by your business to the organisation providing the training.
 - A copy of the invoice from the organisation providing the training.
 - If payment to the Provider is by cheque, then we will need a photocopy of that cheque
- sign a declaration to this effect
- provide bank details so we can transfer costs into your account.

The claim form must be sent to Skills Development Scotland within eight weeks of the training being completed and no later than 31st August 2012. The training must have been completed and you will need to provide evidence to this effect.

If your application is unsuccessful

If your application for Low Carbon Skills Funding is unsuccessful you will receive a letter informing you of this and the reason(s) why within 10 working days. We will advise you if you are able to reapply, depending on the reasons outlined in our letter.

Changes in circumstances

When submitting your application, please ensure that your employees will be able to commence the training within the timescales outlined. However, we recognise that business conditions can change over a short period of time. Under certain circumstances, changes can be made to your original application.

Any changes must be notified to Skills Development Scotland immediately and, if accepted, will result in an updated claim form being issued to you.

Examples of permitted changes:

- course cancellations
- a nominated training provider can no longer deliver the course
- a nominated employee leaves the company or is otherwise unable to attend the course.

If you are unsure if the change you wish to make is allowed, then our advisers will be happy to provide guidance.

The latest agreed version of the claim form that we have on record must correspond with the claim form you submit.

If there are changes to your original application, or you no longer wish to participate in the programme, you should inform your Skills Development Scotland contact immediately, otherwise, your claim may not be processed. Your Skills Development Scotland contact details will be shown in your award letter.

When will I be paid?

Upon receipt of your claim form, we will notify you within **5 working days** as to the status of your claim.

Within a further **10 working days**, one single payment will be made to the business. You will be asked to provide bank details on the claim form to enable this payment to be made.

If you have any further queries about any aspect of this programme, please contact Skills Development Scotland on 0800 783 6000.