# IEE Employer Fund – Application form

**Section 1**

The IEE Employer Fund is a small grant fund to allow businesses to trade within new government guidelines brought on by COVID-19 and support employees both in the workplace and who are required to work remotely which will result in supporting;

**job retention, maintaining of employment contracts and prevention of job losses**.

Please complete the following application form and return to IEEemployerfund@capitalcitypartnership.org by 5pm Friday 9th October 2020

*We encourage applications to be submitted as early as possible as the fund may close early if over subscribed*

**Section 2**

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| 1. Name of business
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| 1. Business details
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| Main Contact |  |
| Position |  |
| Address |  |
| Postcode |  |
| Local Authority Area |  |
| Contact Number |  |
| Email Address |  |
| Sector |  |
| Website |  |
| Company Registration Number |  |
| OSCR Number (if applicable) |  |
| Business Gateway Adviser |  |
| Number of Employees |  |

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| --- |
| Fair Work Agenda  |
| Do you pay employees the Real Living Wage? (£9.30 p/h) |  |
| Do you currently offer a flexible working policy to employees? |  |
| Do you support the equal pay act? |  |
| Are you a registered Disability Confident employer? |  |
| Are you committed to the Scottish Business Pledge? |  |

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| 1. Tell us about your business (in no more than 200 words please tell us about your business, provide a brief summary of what your organisation does)
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| 1. Funding requirement (in no more than 500 words describe why your business requires this small grant fund, what will it be used for and how will you use this to address one of the above outlined priorities within Section 1 and the Specification Document / FAQs)
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| 1. Please state how much funding you are applying for (minimum application £500, maximum application £1,000)
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| 1. Case Study (please answer yes or no)

Are you willing to take part in a short video or written case study following the fund application to demonstrate the benefits of the receiving this grant? |
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| * Declaration
* All applications must be signed by a senior representative of your organisation.
* You are being asked to declare that:
* You have read and will comply with the IEE Employer Fund grant funding conditions.
* To the best of your knowledge the information contained in this application and any accompanying documents is accurate.
* By typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this declaration.
* Monitoring and Evaluation. We ask that successfully funded projects comply with the monitoring and evaluation in place for this fund; successful applicants will be asked to complete a short survey 3-6 months following the receipt of funds.
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| Name |  |
| Position |  |
| Signature |  |
| Date |  |

Please return this form electronically to IEEemployerfund@capitalcitypartnership.org by 5pm Friday 9th October 2020

**Section 3**

# CONDITIONS OF GRANT

3.1 You must provide confirmation that your organisation is properly constituted.

3.2 You must only use IEE Employer Fund grant funding for the purposes agreed in your Funding Agreement and spend the funds within a period of six weeks from the receipt of funding.

3.3 If the total cost of the funded project/product is less than the amount awarded please contact IEEemployerfund@capitalcitypartnership.org

3.4 Organisations must follow official guidance as set out by the Scottish Government and NHS relating to COVID-19.

3.5 Funds will only be paid into a bank account in the name of the organisation submitting the application.

3.6 Successful applicants must agree to complete a survey once funding has been used.

3.7 Financial records of the spend must be kept – copies of receipts or invoices must be made available to Capital City Partnership.

3.8 Capital City Partnership reserve the right to withdraw any grant agreements or request repayment in the event of the following occurrences:

* Failure to comply with any terms and conditions contained in this document, except where the prior written agreement of Capital City Partnership has been obtained to the waiving of the term and conditions in question
* The business ceases to function or is suspended or closed (or ceases to operate for the purposes outlined in their constitution)
* The business becomes apparently insolvent
* Any information supported in connection with the grant application is found to be false or misleading, or it is found that relevant information has been withheld.

If you have any questions relating to this application, please contact

IEEemployerfund@capitalcitypartnership.org

We aim to let you know whether you have been successful by Friday 23rd October, someone will be in contact with you to let you know the outcome of your application. Successful applications will receive a formal offer of grant letter.