



## **Antrim and Newtownabbey Borough Council**

### **Logistics Fund Guidance Notes**

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## 1. Background

In response to the current labour market shortages in the Transport and Logistics Sector, Antrim and Newtownabbey Borough Council (ANBC) is offering businesses in the Borough the opportunity to apply for financial assistance to:

- upskill existing employees e.g. from warehouse to driving positions
- upskill new employees e.g. driving positions.

This funding is designed to help address the labour market challenges faced by the sector.

## 2. Business Size

Classification of businesses is based on

- 1 – Staff headcount
- 2 – Either turnover or balance sheet total

<b>Company Category</b>	<b>Staff Headcount</b>	<b>Turnover</b>	<b>or</b>	<b>Balance Sheet total</b>
Large	≥ 250	No limit		No limit
Medium	< 250	≤ €50m		≤ €43m
Small	< 50	≤ €10m		≤ €10m
Micro	< 10	≤ €2m		≤ €2m

## 3. Grant Rate

The grant assistance offer made under this fund may be dependent on the scale of your business and/or any previous grant aid support that has been received by your business over the previous 3 financial years.

Grant aid will be awarded based on net costs (exclusive of VAT).

The maximum grant aid available to a business is £20,000 at a maximum grant rate of 75%. There is a set budget to support the sector, therefore the Council may reduce the maximum grant available or limit the number of employees supported depending on the number of applications received and demand for funds.

## 4. Who can apply?

Transport and Logistics businesses based within Antrim and Newtownabbey Borough.

## 5. Eligibility Criteria:

- Participant businesses must be based within the Borough of Antrim and Newtownabbey.
- Participant businesses must be from the transport and logistics sector.

- If **upskilling existing employees** into new roles:
  - Funding must be used to improve skills within the workforce that directly relate to the potential for internal employment progression.
  - The equivalent number of vacancies/employment opportunities must be created.
  - Applicants for subsequent employment opportunities must be encouraged from Antrim and Newtownabbey Borough residents. As a minimum adverts must be placed with the two local Jobs and Benefits Offices (Antrim and Newtownabbey) and advertised on the Council's Jobs Facebook page (submit via <https://antrimandnewtownabbey.gov.uk/business/support-for-businesses/advertise-your-vacancies/>).
- If **upskilling new employees**:
  - Applications for all posts must be encouraged from residents of Antrim and Newtownabbey Borough. As a minimum adverts must be placed with the two local Jobs and Benefits Offices (Antrim and Newtownabbey) and advertised on the Council's Jobs Facebook page (see link above).
  - Business must not actively target or promote vacancies to employees of other logistics businesses within the Borough of Antrim and Newtownabbey.
- The business must make best endeavours to retain employees benefitting from support for a minimum period of 12 months.
- Businesses must agree to participate in sector specific recruitment campaigns, career initiatives and job fairs to encourage residents to access the sector.

## 6. What can be funded?

Costs to:

- Upskill existing employees e.g. from warehouse to driving positions.
- Upskill new employees e.g. into driving positions.

This can include:

- Relevant externally sourced industry related training e.g. manual handling, CPC, LGV, HGV.
- Associated costs for driving licence applications e.g. medical costs, licence costs etc.

Consideration will also be given to an associated travel to work bursary to enable new recruits to travel to and from their place of work.

## 7. What cannot be funded?

The following will not be eligible for funding:

- Costs incurred prior to a Letter of Offer from the Council (retrospective funding).
- VAT on all invoices, irrespective of whether or not the applicant is VAT registered.

- Costs which are not clearly linked to the project.
- Costs that are assessed as poor value for money, or that are purchased without following Council procurement guidelines (see point 9).
- Costs for in house training (delivered by employees of the business).
- Cash expenditure.

## 8. Application Process

It is in the applicant's best interest to ensure that all required information is supplied with the application form to ensure it is assessed quickly. Applications that do not include the necessary information will not be assessed until ALL required information is received. The following must be submitted before your application will be processed:

- Completed and signed application form.
- The minimum number of price checks or quotes as per point 9.

## 9. Procurement

Applicants must demonstrate value for money has been obtained when purchasing all items/services to be grant aided.

- You should seek the required number of quotes based on the thresholds below - the threshold is the value of the full item. For example, if you are procuring training for a number of employees, the value will be the cost of training for all required employees, not an individual cost.
- You must follow the thresholds for each item or service that you sourcing.
- You must ensure that the quotations obtained are 'like for like'.
- The grant request should be based on the lowest quotation received.
- Quotes must be submitted with this application.
- Email quotes are acceptable for all value of items and should include any covering email.
- Quotes must be dated prior to close of application call and contain the supplier's name.
- Internet searches (items costing less than £3,000) should be saved as a print screen or printed and sent with your application –website addresses / links to websites will not be accepted. The submission must clearly show the website used and the cost of the item.

Grant funding will not be paid out for items that have been purchased without following this procurement process. The Council will base any Letter of Offer on the cost of the lowest quotation or the quotation offering the best value for money.

Number of Quotations Required		Quotation Thresholds (£)
1	A minimum of 2 price checks (written / email quotations or internet quote showing the business name)	Up to £2,999.99
2	Minimum of 3 written/email quotations (internet quotes not permitted)	3,000.00 – 7,999.99

3	Minimum of 4 written/email quotations (internet quotes not permitted)	8,000.00 – 29,999.99

**Please note** - the threshold is the value of the full item. For example, if you are procuring training for a number of employees, the value will be the cost of training for all required employees, not an individual cost.

**As part of our local sourcing ambitions, we encourage businesses to source services from suppliers based inside the ANBC Borough.**

**Please note:** Council officers and Programme auditors may contact suppliers of quotations and / or invoices to verify that the quotation / invoice has been provided to the applicant as part of audit and fraud-prevention checks at application and grant claim stage. Any quotation / invoice that cannot be verified by the supplier, will be passed to the Councils Internal Audit Department for further investigation.

## 10. General Data Protection Regulations (GDPR)

When you apply for the Logistics Fund we will ask for some personal information about you or your employees because, for example, your personal email address or telephone number is used on the applicant organisation's behalf. When you provide this information it is processed in adherence with the GDPR, Data Protection Act 2018 to enable us to communicate with you about the application and vouch costs associated with the funding.

## 11. Successful Applications

A letter of offer will be issued to successful applicants with time bound completion dates.

Do not commence work, pay deposits or confirm the purchase of any services until an offer letter has been signed and returned to the Council. The **Council will not retrospectively fund projects.**

## 12. Grant Claim Process

Once expenses have been incurred a grant claim must be completed and returned including the following documentation:

1. Signed claim form detailing the items to be claimed, supplier/s and value.
2. Signed monitoring form, detailing beneficiaries of training and outcomes of support;
3. Invoice(s) for services/purchase(s);

4. Copy of relevant bank/credit card statement(s) showing payment clearing your account. Electronic banking printouts will be sufficient for these purposes (irrelevant information can be redacted);
5. Evidence of promotion of new or backfilling of existing posts, eg copy of advert/jobs office listing.

**Please note:** Council officers and Programme auditors may request copies of formal training certificates as part of the monitoring of the Programme.

**CASH EXPENDITURE WILL NOT BE ELIGIBLE FOR THE PURPOSES OF THIS FUND.**

Payment of grant will be made to the applicant via direct BACS payment. No cash or cheque payments will be made.

All projects must be completed as soon as practically possible after receiving a Letter of Offer, and by the end date stated in your Letter of Offer.

**13. Application Checklist**

- Completed and signed online application form section 1.
- Downloaded and completed application form section 2 – 5.
- Submit/attach the minimum number of price checks or quotes as per point 9.

Complete and submit the online application form <https://antrimandnewtownabbey.gov.uk/business/support-for-businesses/logistics-fund/> by 12noon on 31 May 2022.

If you have any queries, please contact the skills team by email on [skills@antrimandnewtownabbey.gov.uk](mailto:skills@antrimandnewtownabbey.gov.uk) or contact Michelle Pearson on 028 9034 0018.

## **Additional Information for Applicants**

### **1. Publication of Data**

If your application is successful and your project is awarded funding, please note that the Council may publicise details of all financial support awarded/paid out to beneficiaries. This will include the name of the beneficiary, their postal town, their post code and the total amount of financial support received by the beneficiary. Details of applications (successful and unsuccessful) will be submitted to Council and applicant details will be published as part of the Council report, which are accessible to the public.

### **2. Data Protection Act**

We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### **3. Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

### **4. General Data Protection Regulations (GDPR)**

When you apply for Logistics Funding we will ask for some personal information because, for example, your personal email address or telephone number is used on the applicant organisation's behalf or details of employees trained through the programme. When you provide this information it is processed in adherence with the GDPR, Data Protection Act 2018 as well as the scheme's Terms and Conditions to enable us to communicate with you about the application.

We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. For further details on your privacy see the Privacy Statement