



Guidance for applicants to the [Employer Support Programme](#).

Ahead of filling in our application form, you may wish to see a list of all the questions. These are copied below.

When you are ready to start your application, the online form is available [here](#).

Copy of application questions:

#### Section 1: Applicant Information

- Full Name
- Email
- Phone Number
- Name of Organisation
- Website
- Registered Address
- Legal Status
- VAT registration
- How long has your organisation been trading for?
- Number of full-time equivalent employees?
- Are you applying as a 'Lead Applicant' on behalf of a partnership or consortium? Yes/No
- If yes, please give an outline of the nature and purpose of your partnership or consortium  
Which partners are involved? Is the partnership new or did it already exist? What arrangements (formal or informal) do you have in place?
- List all partner organisations involved. If applicable, give a company or charity registration number and a lead contact from each organisation. A signed declaration detailing the delivery partners involved must be submitted with this application.

#### Section 2: Programme Information (weighting 20 marks)

- Title of programme
- Confirm how much funding you are applying for
- Set out what's involved and how it meets the Needs identified in the prospectus (500 words max)
- Does your activity take place across the entire region of York and North Yorkshire? Yes/No
- If no please provide locations

### Section 3: Your Delivery Plan: (weighting 15 marks)

- Your Delivery Plan is expected to outline what you will deliver and how. This should include details of the methodology you will use ie. in person, online, 121, group activity. Attach a separate document titled 'Delivery Plan' and include a Gantt chart/project plan(500 words max)
- Will you be using subcontractors to support the delivery Yes/No
- If yes, are they already in place? Yes/No
- Please tick here (Tick box) to confirm you will work with other business support programmes in the region such as the Growth Hub, FSB etc.
- If so, who and how do you intend to do this? (250 words max)

### Section 4: Outputs and Outcomes (weighting 10 marks)

- How many businesses will receive support via your programme?
- Number of individuals receiving support to become self-employed?
- Which Outputs and Outcomes listed in the prospectus, specifically relating to Employment and Health, does your proposed programme achieve (Tick Boxes)

Businesses better equipped to retain workers with health conditions.

Businesses adapting and embedding inclusive processes/practices

Businesses better equipped to recruit workers previously inactive/with health conditions

Employers accessing consultancy/mentoring support

Employees receiving support to help them remain in work

### Section 5: Tell us about the positive impact your programme will have (weighting 15 marks)

- Explain the positive impact your programme will have in relation to the outputs and outcomes your proposed programme will achieve. (Include here any additional outputs and outcomes which you believe your support programme can and should deliver) What difference will it make and who will benefit from it? (500 words max)
- Explain the legacy that your delivery will have. Will you continue to deliver and produce benefits after the funding from this programme ends? (250 words max)
- Explain how your project will promote equality, diversity or inclusivity. If your organisation has an equality, diversity or inclusivity policy, please refer to this and explain how your project aligns with it (250 words max.)

### Section 6: Tell us about the people, experience, capacity and resources you have in place to deliver the programme and monitor its progress (25 marks)

- Do you have a track record of delivering any similar programme activity in the past? Please give examples of previous programme activity and achievements to support your answer. (250 words max)
- How will the work be managed day to day? Who will be part of the Project Management Team? Are there governance arrangements in place? (250 words max) and include an organogram

- If the procurement of contractors or suppliers is required to deliver your programme, what internal rules or practices will you follow to ensure best value will be achieved (e.g. following public procurement rules, obtaining quotes, etc.) Please outline your approach. (250 words max)
- How will the Outputs/Outcomes specified in this application be measured and monitored? Who will do this? What resources will be committed to delivering this monitoring and evaluation work? (250 words max)
- We require applicants to be able to deliver at pace and at scale. Please describe how you will meet these requirements (250 words max)

#### Section 7: Tell us about your programme costs (weighting 15 marks)

- Confirm the amount of Grant funding you are applying for from the York and North Yorkshire Combined Authority
- Please provide a full cost breakdown, specifically include staff costs, and pricing information in a way that can be scaled in response to business need, e.g., per masterclass delivered or per business supported

#### Section 8: File Upload, Submission Checklist and Signature/s

- Please upload your completed Additional Application Information, a Signed Declaration of Delivery Partners and your Latest Audited Accounts here. Any further relevant supporting evidence may also be uploaded
- Submission Checklist:
  - Please tick to confirm you have uploaded your Delivery Plan and organogram
  - Please tick to confirm you have completed ALL TABS of the Additional Application Information Spreadsheet
  - Please tick to confirm that you have uploaded a signed declaration which details any/all delivery partners involved in the programme
  - Please tick to confirm that your organisation is willing to absorb any cost overruns
  - Please tick to confirm that you have supplied a copy of your organisation's latest audited accounts
  - Please tick to confirm that you have an appropriate personal and professional insurance cover

Additional Application Information spreadsheet document to be completed and submitted with the application. The 2 Tabs to complete include:

- Programme Milestones – Table to clarify programme milestones and key dates
- Risk Register – Table to identify key risks and explain how they will be mitigated. For example, lack of engagement, key staff absences