

Economic Inactivity Trailblazer – Employer Support Programme

You can save and return to this application form at any time. Click the 'Save' button at the bottom of the form to create a draft, select the option to 'Skip Create an Account', then enter your email to have a link to the draft sent to you.

Before completing this grant application:

- Please ensure you have read all the **guidance on the webpage**.
- Please prepare your organisations Financial Accounts from the last 3 years and have them ready to upload.
- If you have been trading for less than 3 years, please prepare all the financial accounts that you do have, and have them ready to upload.
- If you are a new business or sole trader and do not have either financial accounts or management accounts, you are still eligible to apply however due diligence checks will be more in depth.

Confirm the amount of grant funding you are applying for from this programme: *

Section 1: Applicant Information *

- Full Name
- Email
- Phone Number
- Name of Organisation
- Website
- Registered Address
- What is the legal status of your organisation
- Company Registration Number
- Charity Registration Number
- Is your organisation or business VAT registered
- VAT Registration Number
- How long has your organisation been trading for?
- Number of full-time or equivalent employees?
- Do you have in place sufficient professional and public liability insurance, as detailed in the guidance on the webpage? Yes/No
If No
- Can you confirm you will have, if your application is successful (You will be asked to supply certificates before your Grant Funding Agreement is issued)
- Are you are a new business or sole trader that doesn't have either financial accounts or management accounts?

Mandatory File Upload - Please supply a copy of your organisation's financial accounts from the last 3 years*

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- Are you applying as a Lead Applicant on behalf of a partnership or consortium?
Yes/No

If Yes -

- List all partners involved
Partner Organisation
Named Contact
Email Address
Company or Charity registration number
+ Add a partner
- Give an outline of the nature and purpose of your partnership or consortium. Is it new or did it already exist? What arrangements (formal or informal) do you have in place?

Mandatory File Upload - Please supply a signed declaration from any/all delivery partners involved in the project *

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By ticking this box, you confirm that partners have in place sufficient professional and public liability insurance, as detailed in the guidance on the webpage, or that they will have, if your application is successful. (You will be asked to supply insurance certificates for partners before your Grant Funding Agreement is issued)*

- Will you be using subcontractors to support the delivery Yes/No
If Yes
Please detail their involvement within your uploaded delivery plan

By ticking this box, you confirm that subcontractors have in place sufficient professional and public liability insurance, as detailed in the guidance on the webpage, or that they will have, if your application is successful. (You will be asked to supply insurance certificates for subcontractors before your Grant Funding Agreement is issued) *

Section 2: Project Information (weighting 20 marks)

- Project Title *
- Give a short description of your project which can be used for the purposes of any future publication (25 words)*
- Give a more detailed description of your project setting out what's involved and how it meets the needs and objectives identified in the guidance on the webpage (500 words max) *
- Does your activity take place across the entire region of York and North Yorkshire?
Yes/No

If No - Which constituency area will your project activity take place in? (Tick all that apply)*

Harrogate & Knaresborough
Richmond & Northallerton
Scarborough & Whitby
Selby
Skipton & Ripon
Thirsk & Malton
Wetherby & Easingwold
York Central
York Outer

You can visit <https://members.parliament.uk/constituencies> to verify this.

Section 3: Outputs and Outcomes (weighting 25 marks)

Total Number of employers your project will support*

Total Number of individuals your project will support* (self-employment support only)

Insert N/A if your project will not support self-employment

Which Outputs and Outcomes listed below does your project achieve. Please select a minimum of one and give total numbers for each Output and Outcome selected. (There is no expectation to select all Outputs, and support must be a minimum of 3 hours)

- Number of employers receiving support (advice, information)
Number of employers adapting and embedding inclusive processes/practices
- Number of employers retaining workers at risk of becoming economically inactive/with health conditions
Number of employers better equipped to retain those at risk of becoming economically inactive/those with health conditions
- Number of employers recruiting workers previously economically inactive/with health conditions
Number of employers better equipped to recruit economically inactive workers/those at risk of becoming economically inactive/those with health conditions
- Number of people economically inactive/at risk of becoming economically inactive, becoming self-employed
Number of people supported to become enterprise ready

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- Explain the wider positive impact your project will have, what difference will it make, and who will benefit from it? (250 words max)
 - Explain the legacy that your delivery will have. Will your project continue to deliver and produce benefits after the funding from this programme ends? (250 words max)
 - Explain how your project will promote equality, diversity and inclusivity. If your organisation has an equality, diversity and inclusivity policy, please refer to this and explain how your project aligns with it (250 words max)

Section 4: Your Delivery Plan: (weighting 20 marks)

- Outline your Delivery Plan and how it meets the objectives identified in the guidance on the webpage (500 words max)
- **Mandatory File Upload** - Please supply a detailed Delivery Plan including a Gantt chart. Please outline what you will deliver, how and when, and include details of the methodologies you will use ie. in person, online, 121, group activity *

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Mandatory File Upload - Please download and complete the Milestones spreadsheet. List your key milestones and delivery dates for your project activity *

Browse Files

Drag and drop files here

Mandatory File Upload - Please download and complete the Risk Register to identify key risks and explain how they will be mitigated. For example, lack of engagement, key staff absences *

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Section 5: Tell us about your project costs (weighting 15 marks)

- Confirm the amount of Grant Funding you are applying for from the York and North Yorkshire Combined Authority

Mandatory File Upload - Please download the complete the Cost Breakdown spreadsheet, for your project *

Browse Files

Drag and drop files here

Mandatory File Upload - Please download the complete the Cashflow Forecast spreadsheet, for your project *

Browse Files

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Section 6: Tell us about the people, experience, capacity, and resources you have in place to deliver the project and monitor its progress (weighting 20 marks)

- Do you have a track record of delivering any similar projects in the past? Please give examples of previous projects 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)

Mandatory File Upload - Please upload a Project Organogram *

Browse Files

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- 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)*

Submission Checklist

- By ticking this box you are confirming you have read the web guidance in full *
- By ticking this box you are confirming you have uploaded the most recent copy of your previous 3 years financial accounts, or all accounts if you have been trading for less than 3 years and that you understand that finance and due diligence checks will be completed by YNYCA to confirm providers suitability to deliver. *
- By ticking this box you are confirming that you are a new business or sole trader that does not have financial or management accounts and understand that more in depth due diligence checks will be required.*
- By ticking this box you are confirming that you understand that claims are made at the end of each month and paid retrospectively on defrayed expenditure only*
- By ticking this box you are confirming you have (if relevant) uploaded a signed declaration from any/all delivery partners involved in the project *
- By ticking this box you are confirming you have uploaded a detailed Delivery Plan including a Gantt chart *
- By ticking this box you are confirming you have downloaded, completed, and uploaded the Milestones spreadsheet *
- By ticking this box you are confirming you have downloaded, completed, and uploaded the Risk Register spreadsheet *
- By ticking this box you are confirming you have downloaded, completed, and uploaded the Cost Breakdown spreadsheet*
- By ticking this box you are confirming you have downloaded, completed, and uploaded the Cashflow Forecast spreadsheet*
- By ticking this box you are confirming you have uploaded a Project Organogram *
- Please tick to confirm you will stay up to date and share other employer support initiatives in the region, (those delivered by other providers, local authorities and employer support networks etc) *
- In order to process and assess your application, we need to store and process your personal data and share this with partners involved in the delivery of the programme. Please tick here to consent to us storing your personal data for this purpose *

- From time to time, we would like to contact you about our products and services, as well as other content that may be of interest to you. If you consent to us contacting you for this purpose, please tick below to say how you would like us to contact you

UK Subsidy Control Regime

Please note that, as a public authority, the York and North Yorkshire Combined Authority must comply with the terms of the Subsidy Control Act 2022 and projects may only be taken forward where they are fully compliant with Subsidy Control regulations. By proceeding, you are agreeing to provide the necessary details of your project and any required undertakings to comply with and to enable the Combined Authority to meet its legal obligations under the UK Subsidy Control Regime. This may include, but is not limited to, the submission by you of a satisfactory subsidy control assessment and/or declarations, notifications, or announcements to the relevant authorities pursuant to Subsidy Control legislation. For more information, click [here](#).

Data Protection

The York and North Yorkshire Combined Authority is committed to protecting and respecting your privacy. Any personal data collected will be processed by the York and North Yorkshire Combined Authority for the purposes of contacting applicants and assessing applications. Personal data may be shared with central government departments, North Yorkshire Council and City of York Council, or any other third-party organisations directly involved in the delivery of the Mayoral Investment Fund programmes. For more information about how the organisation will use your personal data, click [here](#).

Signature and Submit

I confirm that the information supplied in the application and additional documents is accurate to the best of my knowledge and that I have the authority to apply for funding and deliver the project if the application is successful. *