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Coventry City Council’s Apprenticeship Levy Transfer Application Form

**Coventry City Council Apprenticeship Levy Transfer Application**

Coventry City Council (CCC) is providing funding support to cover 100% of apprenticeship training fees via its Apprenticeship Levy Transfer Programme.

Employers receiving transferred funds will only be able to use them to pay for training and assessment of apprenticeship standards, the funds cannot be used for anything else.

**Eligibility criteria**

* The employee must be a resident within the West Midlands Combined Authority (WMCA) area (See [here](https://www.wmca.org.uk/who-we-are/) for further details)
* The employer must meet minimal financial assistance requirements.
* The employer must be registered on the apprenticeship service (We can support you with this if required). If you already have an apprenticeship service account, you may use this to receive a transfer.
* The employer must have an agreement with the Education and Skills Funding Agency (ESFA). This will be set-up when you register on the apprenticeship service.
* The apprentice must not have already started the apprenticeship prior to the transfer being agreed.

Please check the boxes and sign below to confirm you meet the eligibility criteria:

* I confirm that the employee to undertake the apprenticeship is a resident of the WMCA. Or that the
* I understand the training provider delivering the apprenticeship training needs to be registered on the Education and Skills funding Agency (ESFA) Digital Apprenticeship Service.
* I understand that the transferred levy funds can only be used to pay for apprenticeship training via the Digital Apprenticeship Service.
* I confirm that receiving these funds will not put our organisation over its minimal financial assistance limit.

Name…………………………………………………  
  
Date…………………………………………………..

To apply, please complete the remainder of this form and send to: [andy.hyland@coventry.gov.uk](mailto:andy.hyland@coventry.gov.uk)

**Application criteria and review periods**

In addition to the eligibility criteria above, to ensure we target the funds we have available to transfer effectively we will assess and review applications on a bi-monthly basis.

Where we receive more interest than we have funds available, we will prioritise the following groups:

* Coventry businesses and residents
* Looked After Children or Care leavers
* Young People (16-24)
* People with disabilities
* People from minority ethnic backgrounds

Applications will be reviewed and approved on a bi-monthly basis as follows:  
  
January-February  
March-April  
May-June  
July-August

September-October  
November-December

We will contact you at the end of each period with the outcome of your application and next steps.

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| **Contact Name** |  | **Job Title** |  |
| **Business Name** |  | | |
| **Business Address** |  | | |
| **Business Postcode** |  | **Website** |  |
| **Telephone Number** |  | **Mobile** |  |
| **Email Address** |  | | |
| **SIC Code (Click** [**here**](https://resources.companieshouse.gov.uk/sic/) **for further information)** |  | | |
| **SIC Description (Click** [**here**](https://resources.companieshouse.gov.uk/sic/) **for further information)** |  | | |
| **Legal Status** |  | | |
| **Main Business Activity** |  | | |
|  | | | |
| **VAT Reg. Number** |  | **Company Reg. Number**  **Or HMRC number for Sole Traders** |  |
| **No. of Employees** |  | **Annual Turnover** |  |
| **GVA (Turnover/headcount)** |  | **Balance Sheet Value** |  |
| **Apprenticeship account ID** |  | | |

**Business Details**

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| **If your business is a wholly or partially owned subsidiary and/or part of a group please provide us with more information about the parent organisation and/or group, its total turnover and total number of employees. A partially owned subsidiary is where a parent business has more than 25% of the capital or voting rights.** |

**Minimal Financial Assistance declaration**

Transferred Apprenticeship Levy Funds paid on behalf of a Receiving Employer will need to comply with the Minimal Financial Assistance regulations contained within Part 3 Chapter 2 section 36 of the Subsidy Control Act 2022 which enables the recipient to receive up to a maximum level of subsidy in accordance with that provision (a “Minimal Financial Assistance”). The threshold is £315,000 to an enterprise during the period of the current financial year and the two financial years immediately preceding the current financial year.

The payment of these Transferred Apprenticeship Levy Funds will be conditional upon the Grantee providing the Council with the Minimal Financial Assistance declaration form confirming how much subsidy under (a) Minimal Financial Assistance and (b) Small Amounts of Financial Assistance under 3.2.4 of the Trade and Co-operation Agreement and (c) de minimis aid under the Treaty on the Functioning of the European Union, if any, it has received in the current and previous two financial years.

*\*Any aid you have received through other State Aid/Subsidy Control rules, such as the COVID-19 Business Grants and COVID-19 Temporary State Aid Framework, or General Block Exemption Regulation, do not need to be counted in this regulation – if you are unsure, you are advised to check any letters you have received from public bodies administering aid, which will detail the State Aid regulation that was used.*

Employers must keep a record of all state aid received (from any source) during the current and two previous financial years and notify the ESFA if it has any reason to believe it may have received or is at risk of receiving more than their permitted allowance of state aid over any three consecutive financial years.

To confirm that you can receive assistance from the Levy Transfer, you must declare the full amount of any support you have received over the last 36 months.

**Has your company received grants, consultancy support or state aid in the last 3 fiscal years? If yes, please provide further details below (Add further rows as required)**

**Yes No**

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| **Date of Payment** | **Name of Organisation providing assistance** | **Value of assistance (£)** | **Nature of assistance** |
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| By signing below, you agree that the information contained on this application form is, to the best of your knowledge, complete, and accurate at the time of signature. You also accept that this information will be used by Coventry City Council to qualify if your company is eligible for support and for the purposes outlined in the Data Protection statement at the top of the previous page.  **I warrant that I am authorised to sign on behalf of {insert name of company} and I confirm that I understand the requirements of this Minimal Financial Assistance declaration.**  **I acknowledge that if {insert name of company} fails to meet the eligibility requirements {insert name of company} may become liable to repay the full value of the assistance provided.** | | | |

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| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |

**Transfer request details**

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| **Applicant 1** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

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| **Applicant 2** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

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| **Applicant 3** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

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| **Applicant 4** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

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| **Applicant 5** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

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| **Applicant 6** | | |
| **Apprenticeship Standard and Level** |  | |
| **Cost** |  | |
| **Estimated apprenticeship start date** |  | |
| **Estimated apprenticeship end date** |  | |
| **Name** |  | |
| **Job title** |  | |
| **Home postcode** |  | |
| **Is the applicant in one or more of identified priority groups?** | * Looked After Child or Care leaver | **Y/N** (Delete as appropriate) |
| * Young Person (16-24) | **Y/N** (Delete as appropriate) |
| * Person with a disability | **Y/N** (Delete as appropriate) |
| * Person from a minority ethnic background | **Y/N** (Delete as appropriate) |

**Total amount of funding requested: £**

**Do you need support in identifying an Apprenticeship provider? Yes 🞏 No 🞏**

If yes, please e-mail [andy.hyland@coventry.gov.uk](mailto:andy.hyland@coventry.gov.uk)

If no, and you’ve already identified a training provider, please complete the following details:

|  |  |
| --- | --- |
| **Company name** |  |
| **Company address** |  |
| **Main Contact** |  |
| **Title or Position Held** |  |
| **Contact Telephone Numbers(s)** |  |
| **Email Address** |  |

**Data Protection Act 2018**

Data Protection

Coventry City Council complies with the Data Protection Law and is registered with the Information Commissioners Office (ICO) as a Data Controller. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR).

Your rights

Under the Data Protection Act 2018, you have the right to find out what information organisations store about you. These include the right to:

* be informed about how your data is being used
* access personal data
* have incorrect data updated
* have data erased
* stop or restrict the processing of your data
* data portability (allowing you to get and reuse your data for different services)
* object to how your data is processed in certain circumstances

More information on how we handle personal information and your rights under the Data Protection legislation can be found on the Coventry City Councils web site using the following web address <https://www.coventry.gov.uk/businesssupportprivacynotice>

Should your application for a Levy Transfer be successful you agree to provide Coventry City Council with updates on the progress of your apprentice including: notification of change to the start date, notification should the apprenticeship be paused/placed on a break in learning, notification in a change of end date and to provide an update 1 year post-apprenticeship on the employment status/destination of the apprentice.