

## IEE Employer Fund 2024

### Business Growth

#### Eligibility Criteria

- Registered trading address must be within one of the ESES local authority areas (East Lothian, Edinburgh, Fife, Midlothian, Scottish Borders and West Lothian).
- Businesses must be compliant with Scottish Government's Fair Work First Policy (pay Real Living Wage, have Effective Voice channels for all employees).
- Must be able to suitably evidence the business need to apply for the allocated funding.
- Be able to evidence that this funding will contribute towards either retaining, developing or creating employment.
- Businesses must be established and have been trading between 12-36 months.
- As part of the scoring process, a check may be conducted with your local Business Gateway team to confirm and verify your engagement and/or business registration.

#### FAQ

##### What is the purpose of the fund?

The purpose of the fund is to support applications for **Business Growth** i.e. post Start-Up stage for individuals aged 18 years and over, who may be a sole trader or have a limited company who has been trading between 12 and 36 months.

As indicated from the Regional Business Gateway Teams, we understand that this provision would be an alternative monetary option for financial help due to the reduction and availability of other statutory or local grant funds. It is

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being acknowledged that there are insufficient existing funding opportunities being offered for businesses to grow.

The focus this year is therefore linked to **Business Growth** whose owners are aged 18+ years old and who:

- are in the process of developing their company, trading between 12-36 months.
- may be from under-represented groups.
- may need digital, Net Zero, sustainability development/help and support.
- may be a sole trader or have a limited company.

We are looking to support micro businesses in their post Start-Up phase through the current challenging trading conditions and economic landscape i.e. cost of living crisis, rising energy prices, reducing carbon emissions to meet governmental Net Zero targets etc.

Monies awarded need to be linked to companies who are building on an already clear business plan and developing their trading abilities but with a specific focus on retaining and/or creating job opportunities; access relevant CPD, training and upskilling; and/or improve prospects in career progression.

#### Where does this funding come from?

Edinburgh and South East Scotland (ESES) City Region Deal, Integrated Regional Employability and Skills (IRES) Programme, Integrated Employer Engagement Project.

<http://esescityregiondeal.org.uk/>

#### Can this be used in conjunction with other grants?

Yes.

#### What can the fund be used for?

The fund can be used to help with growth costs for businesses trading between 12-36 months. We would encourage details of intended expenditure and that

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monies would ideally be spent locally to keep the wealth within the regional community. Examples can be seen overleaf (but not limited to):

- website development
- business growth consultancy
- digital help and support e.g. Co Pilot, AI/Digital Bootcamp/IT Health Check
- employment and HR support
- training, reskilling or CPD opportunities
- moving into premises for company expansion/job creation
- sustainability/transition to Net Zero

#### How many times can you apply, how much can you apply for?

Only one application per business will be accepted and they must not have received financial help from IEE over the past 24 months. Due to the limited fund, businesses can apply for a minimum of £500 with a maximum of up to £1,000.

#### How will it be scored?

Scoring will be done against a matrix which has been agreed by Capital City Partnership and the localised Business Gateway teams.

#### Who will it be scored by?

Representatives from Capital City Partnership and/or relevant local Business Gateway teams will score applications. 2 individuals will score every application.

#### How will the funds be administered?

Funds will be administered by bank transfer within 10 working days of receipt of returned grant award confirmation.

#### How long will you have to spend the fund?

Funding should be spent within 6 weeks of allocation.

#### What happens if you do not spend it all?

If you are unable to spend the full value of the allocated funds, please contact [IEEemployerfund@capitalcitypartnership.org](mailto:IEEemployerfund@capitalcitypartnership.org) and the next steps will be discussed.

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### What constitutes sufficient evidence of fund spend?

Receipt of purchase, itemised VAT receipt or Invoice (e-mail confirmation / bank statement also accepted) will constitute as sufficient evidence.

### How will the impact of funding be tracked?

Successful applicants will be required to complete a short survey 3-6 months after funding has been allocated.

### When will the fund open and close?

Applications for the fund can be submitted between Monday 2 September and Friday 6 September. We encourage applications to be sent at the earliest convenience as the fund may close early if oversubscribed.

Late submissions will not be accepted. If the fund is not fully allocated, it may be reopened, subject to uptake.

### What do CCP do with the information you provide?

The Edinburgh South East Scotland City Region Deal require CCP to store application data as part of the monitoring and evaluation framework under the Integrated Regional Employability and Skills (IRES) programme. Please click [here](#) which tells you how we do this in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018.

### If I have any questions or queries, how do I get in touch?

Please email your enquiry and contact details to [IEEmployerfund@capitalcitypartnership.org](mailto:IEEmployerfund@capitalcitypartnership.org) and one of the team will get back to you.

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