



RECRUIT  
RETAIN  
REWARD

**IT PAYS**  
**TO EMPLOY**  
**A YOUNG APPRENTICE**

**APPLY FOR A GRANT TODAY AND RECEIVE:**

**£1000**

**'Recruit' Incentive grant**  
- to support a non-levy  
business employing a new  
apprentice aged 16-24.

**OR**

**£1000**

**'Retain' Recognition grant** - to support a  
non-levy business offering new employment  
to an existing, redundant apprentice aged  
16-24 to complete their apprenticeship.

**Grant funds can be used towards:** purchase of equipment required by the  
apprentice to complete their apprenticeship; travel expenses for apprentice or  
onboarding recruitment & operational costs.



# ALSO AVAILABLE

A collection of online resources created to support you with employing an apprentice for the first time; benefit from tips & ideas, frequently asked questions & practical guidance - all from existing, local apprenticeship ambassadors - to help you

**ADD REAL VALUE TO YOUR ORGANISATION!**

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## TERMS & CONDITIONS:

- 'Recruit' incentive grants and 'Retain' recognition grants are awarded subject to availability.
- Only one grant will be awarded per apprentice – either a 'Recruit' incentive grant OR a 'Retain' recognition grant. Grants are limited to a maximum of three per organisation.
- Grants are open to businesses who are not subject to the Apprenticeship levy (ie: Organisation payroll under £3m).
- To be eligible the organisation must have a trading address within the Norfolk or Suffolk County Council administrative boundaries.
- To be eligible the Apprentice must be aged 16-24 years at the start date of the apprenticeship.
- 'Recruit' incentive grants are open to organisations who do not currently employ apprentices and have not done so within the last 12 months.
- 'Recruit' incentive grants are designed to incentivise employers to create a new substantive role; not to convert an existing employee's role into an apprenticeship.
- 'Retain' recognition grants are available if the apprentice has a minimum of 26 weeks remaining 'on programme' before completing (for frameworks) or reaching the End Point Assessment gateway point (for standards).
- 'Retain' recognition grants are aimed at supporting post Covid19 redundancies only - ie: apprentices made redundant after 19th March 2020. Employers are not eligible for redundancy recognition grants if they employ an apprentice back into their organisation, that they previously made redundant. Redundancies must be genuine & not dismissal due to poor performance or resignation.
- Applications must be fully completed, including bipartite electronic signatures. Declaration forms must be fully completed, including tripartite electronic signatures. Forms must be submitted from either their organisations email address or the training providers email address. Acknowledgements will be emailed to both parties.
- Applications will be accepted for apprenticeship starts on/after 1st August 2020. Grants can be applied for and reserved, up to a max of 6 weeks in advance of the apprenticeship start date.