MALVERN HILLS
GRADUATE
INTERNSHIP
AND
RECRUITMENT
GRANTS SCHEME

INFORMATION SHEET FOR APPLICANTS
What is the Malvern Hills Graduate Grant Scheme?

The Malvern Hills Graduate Grants Scheme is run by Malvern Hill District Council in partnership with several universities and offers up to £2,000 towards the costs of recruiting an undergraduate or graduate.

The aim is to support the growth of our small and medium sized businesses (SMEs) by addressing higher level skills shortages.

The scheme is open to all eligible SMEs in our area looking to recruit graduates for the first time or experiencing difficulties finding the right graduate for their needs.

Two types of grant are available:

**Internship Grant** - between £250 to £1,000 depending on the duration of the internship.

**Recruitment Grant** – a £1,000 payment for converting a fixed term internship into a permanent graduate level job.

Full terms and conditions are set out on the back page.

Please read all the information contained within this leaflet carefully. Once you have, then give Christine Butler, our Economic Development Officer, a call on 01684 862183 or email christine.butler@malvernhills.gov.uk to discuss your options.

You are strongly encouraged to make an informal enquiry with our Economic Development team, to check eligibility and potential grant levels available before applying.

Is my business eligible for the Malvern Hills Graduate Grant Scheme?

The grant scheme is open to all eligible SMEs in the Malvern Hills district, with applications prioritised towards businesses operating in one or more of the following high-growth sectors:

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)
- Tourism and Leisure at NVQ3 and above
- Construction

Below are the various grant levels available depending on length of internship and conversion to a new job.

To receive the £1,000 recruitment grant, an intern on a named regional graduate work experience internship must be permanently employed within 24 months of their internship starting.

<table>
<thead>
<tr>
<th>Internship Duration</th>
<th>Internship Grant</th>
<th>Recruitment Grant</th>
<th>Total Combined Grants Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 weeks (12 months)</td>
<td>£1,000.00</td>
<td>£1,000.00</td>
<td>£2,000.00</td>
</tr>
<tr>
<td>36 weeks (9 months)</td>
<td>£750.00</td>
<td>£1,000.00</td>
<td>£1,750.00</td>
</tr>
<tr>
<td>26 weeks (6 months)</td>
<td>£500.00</td>
<td>£1,000.00</td>
<td>£1,500.00</td>
</tr>
<tr>
<td>13 weeks (3 months)</td>
<td>£250.00</td>
<td>£1,000.00</td>
<td>£1,250.00</td>
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</tbody>
</table>
Eligibility criteria

To apply for the Malvern Hills Internship Grant a business must:

- Be a private sector SME (classed as having fewer than 250 employees) based and trading in Malvern Hills District
- Have not been awarded more than three graduate recruitment grants from public funds in the last 36 months
- Appoint an intern studying or qualified to a minimum of Level 4
- Offer an internship of a minimum of 13 weeks and maximum of 52 weeks
- Pay a minimum salary of the National Living Wage
- Employ the intern directly on a fixed term contract for the agreed length of the internship (internship can be extended to suit business needs)
- Have allowed the intern to complete at least 13 weeks of their internship

Successful grant awards will be made within four weeks and the decision notified in writing through a grant award agreement.

If you receive an Internship Grant and then want to extend the length of the internship, a variation to grant award agreement will be issued.

To apply for the Recruitment Grant businesses must:

- Be a private sector SME (classed as having fewer than 250 employees) based and trading in Malvern Hills District
- Have not been awarded more than three graduate recruitment grants from public funds in the last 36 months
- Have recruited a graduate to a permanent position from a university or college at Level 4 or above
- Have signed a permanent contract with the employee

Once an intern has been successfully recruited to an eligible graduate level job, the grant application will be formally accepted and you will be notified in writing through a grant award agreement. This is subject to the submission of all required evidence.

When will the grant be paid?

Internship grants will be paid in phases within 30 days of a successful monitoring visit to confirm the internship is still compliant with all terms and conditions. These will take place at 13 week intervals.

For example for a 12 month internship, the first payment of £250 will be payable 30 days after the first monitoring visit at 13 weeks, with further payments of £250 due 30 days after the 26 week, 39 week and 52 week monitoring visit.

Recruitment Grants are paid 30 days after return of all supporting evidence and a signed grant agreement.

Evidence requirements will include as a minimum:

- Job description
- Salary terms and conditions
- Learning/development plan for the new employee.
- Confirmation 13 weeks employment has taken place
- Permanent employment contract with a salary equivalent to graduate pay in the industry

How many grants can I apply for?

Each business can receive grant support for a maximum of three undergraduates or post graduates over a three year period.
Malvern Hill District Council Terms and Conditions

1. The graduate grants are subject to a successful application and the availability of funds. The council reserves the right to award or reject grants at the council’s discretion. The scheme will be run on a first come first served basis.

2. The employer will employ the appointed intern for the minimum duration of 13 weeks, and on the salary of at least the living wage. The employer shall notify the council as soon as possible of any changes to the status of the employer, the intern or the internship including a change in terms and conditions, which may affect the eligibility of the employer to claim the grant.

3. The employer shall at all times endeavour to make a success of the internship and will support the aim that the intern gains valuable work experience and employability skills, including the ability to follow the career opportunities in the Malvern Hills District economy.

4. The employer is encouraged to use the council grants to improve the salary offer to the intern/employee, or towards benefits such as accommodation/travel to support the intern/employee particularly if they are travelling/relocating from outside Worcestershire, or invest in training for the benefit of the intern/employee career development.

5. The employer agrees to maintain a relationship with the council for a minimum of 12 months, enabling monitoring of outcomes from the schemes, and to participate in publicity and press opportunities. This would include both the employer and the intern/employee attending local events, featuring in press, publicity material and providing case studies where this is mutually beneficial to all parties.

6. Malvern Hills District Council reserves the right to recover all or part of the grant it has provided if:
   - The applicant is found to have improperly tried to influence the decision of any officer or Elected Member of Malvern Hills District Council in the award of a grant
   - The business relocates outside the boundaries of Malvern Hills district within a 12 month period from receipt of the grant
   - Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete
   - The internship or graduate level job is terminated by the employer prior to the end of the agreed duration through no fault of the intern/employee, or without reasonable grounds.

7. If it is found that the applicant has any outstanding debts owed then Malvern Hills District Council reserves the right to withhold grant payment until such debts are cleared.

8. The employer shall at all times comply with its obligations under the Equalities Act and shall not discriminate on the grounds of age, race, gender, marital status, religion, sexual orientation or disability.

9. For the purposes of this scheme, an SME business is categorised as having fewer than 250 employees (full-time workers employed during one year with part-time workers being fractions of one full-time worker).

10. Companies must be less than 25% owned by one or more companies not falling into this definition (for example public investment corporations, institutional investors or venture capital companies, provided no control is exercised).