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**CLAIRE WARD
MAYOR OF THE
EAST MIDLANDS**



**East Midlands
Combined County
Authority**

**UK Shared Prosperity Fund
Broxtowe Skills & Training Fund
Guidance Notes and Frequently Asked Questions**

About the Fund

The Broxtowe Skills & Training Fund aims to remove financial barriers by offering targeted support to residents and small businesses across the borough.

It enables individuals to upskill or retrain in their chosen career path and helps businesses invest in workforce development to strengthen growth and resilience.

The fund is delivered through the UK Shared Prosperity Fund (UKSPF) under the People & Skills theme and is funded by Broxtowe Borough Council through the East Midlands Combined County Authority (EMCCA).

The Grant Offer

- Residents can apply for grants of up to £1,000 to cover up to 100% of course fees.
- Businesses can apply for grants of up to £2,500 to support staff training. A maximum of £1,000 per staff member is available for a maximum of three staff members. Businesses must contribute a minimum of 30% match funding towards the total training costs.

Examples:

- A £2,500 grant requires £750 match funding (total training cost = £3,250).
- A £500 grant requires £150 match funding (total training cost = £650).

Who Can Apply

Residents

To be eligible, the applicant must:

- Live within Broxtowe Borough and have done so for at least six months.
- Be aged 18 or over.
- Not be in full time education.
- Be currently unemployed or not in employment, training or education (NEET).



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- Be willing to complete the chosen course of study.

Businesses

To be eligible, businesses must:

- Be registered and based in Broxtowe Borough.
- Operate from a business address that pays business rates, or is exempt from, in Broxtowe.
- Have traded for at least 6 months.
- Employ between 1 to 30 members of staff, with an annual turnover of less than £2 million.
- Be registered with Companies House, the Charity Commission, or as a sole trader/ partnership with a Unique Tax Reference Number (UTR).
- Have appropriate insurance and licenses in place.
- Hold a business bank account (a 'trading as' account is acceptable).

Charities and social enterprises registered with the Charity Commission as Charitable Incorporated Organisations (CIOs) are also eligible to apply if they meet the above criteria.

Eligible Training

The fund can support a wide range of accredited and relevant short courses, including:

- Sector specific skills (e.g. construction, hospitality, health, creative, or digital).
- Professional development (e.g. management, finance, HR, or customer service).
- Technical or vocational qualifications that improve employability or productivity.
- Digital skills, green skills, and essential workforce development.

All courses must be provided by an accredited or recognised training provider, and the invoices must be issued in the name of the applicant (resident or business).



Ineligible Activity

The fund cannot be used for:

1. Courses already completed or underway.
2. Purchase of hardware or equipment.
3. VAT (unless the applicant cannot recover VAT).
4. Recurring digital subscriptions or software.
5. Repayment of study loans or existing debts.

Broxtowe Borough Council reserves the right to assess eligibility on a case-by-case basis.

How to Apply

Applications can be submitted through the Council's online business Grant Portal via the Broxtowe Borough Council website.

Alternatively, you can request a Word version of the form by emailing:

SPFGrants@broxtowe.gov.uk

Applications will be reviewed through a fair and transparent process, with decisions made based on the quality and alignment of proposals with programme priorities. Funding will be allocated competitively until the budget is fully committed. You must be able to:

- Enrol, pay and complete your chosen course by **28 February 2026**.
- Submit all invoices and evidence of payment to claim your grant back **by 28 February 2026**.

What to include in your application

Please ensure the following information is included:

- Full name and contact details (resident) or business trading name and address.
- Unique Tax Reference Number, Company Number, VAT.
- Course title, provider, duration and total cost.
- Latest business accounts (businesses only).
- Proof of residency in the form of Bank Statement (Residents).
- Proof of photo identification (Residents).
- Proof of training course costs from training providers (this can be a link to a webpage confirming course details or an email quote from a provider).



Decision and Notification

Each application will be assessed against:

- Eligibility criteria
- Value for money
- Relevance of the training to the applicant's career development or business needs

Broxtowe Borough Council may vary the grant amount offered depending on demand and available budget.

Applicants will be notified of outcomes by a formal Grant Offer Letter and Funding Agreement for signature.

Due Diligence

Broxtowe Borough Council will undertake due diligence checks and will hold the following information on all applicants:

For residents

- Proof of residential address in Broxtowe Borough
- Proof of photo identification

For businesses

- Name of business, Business Trading Address including postcode.
- Unique identifier (preferably Company Reference Number (CRN)) if applicable. If not applicable, VAT Registration Number, Self-Assessment Partnership Number, National Insurance Number, Unique Taxpayer Reference (UTR), Registered Charity Number are acceptable).
- Nature of Business.
- Date business established.
- Number of employees.
- Business rate account number (if applicable).
- Cumulative total of previous funding received under all grant's schemes.
- Any outstanding debt to the Council, please contact SPFGrants@broxtowe.gov.uk

Broxtowe Borough Council will use the data submitted in grant applications to perform due diligence checks, which may involve sharing data with external fraud prevention agencies (including but not limited to the National Anti-Fraud Initiative, the National Anti-Fraud Network, credit-referencing companies and other Local Authorities).



Please also refer to our Third-Party Privacy Statement via the link below.

<https://sums.org/privacy.php>

Payments and Claims

Funding is paid retrospectively once the training has been completed and evidence of payment and attendance has been submitted.

Claims must include:

- Proof of chosen course or accredited training quote.
- Paid invoice(s) and proof of payment (bank statement or receipt).
- Evidence of course completion (certificate or attendance confirmation).

Outputs and Outcomes

Output	Definition / recording	Recorded by
Number of people receiving support to gain employment	People supported to be in employment (including self-employment) for at least 2 weeks of a 4-week period following support.	Grant recipient
Number of people receiving support to sustain employment	People supported to stay in employment through training, counselling, or other activities.	Grant recipient
Jobs safeguarded as a result of support	Jobs retained that were at risk prior to support.	Grant recipient
Number of people supported to access basic skills courses	Number of people receiving support to attend courses aimed at improving their basic skills. - Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).	Grant recipient
Number of people retraining	Number of people training in a different area after having already obtained a qualification or developing experience in a specific role.	Grant recipient
Number of potential entrepreneurs assisted to be enterprise ready	Number of entrepreneurs having been assisted to be enterprise ready.	Grant recipient



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People gaining a qualification or completing a course following support	Number of people that have gained a qualification	Grant recipient
Number of adults achieving maths qualifications	Number of people achieving a maths qualification up to, and including, Level 2 equivalent	Grant recipient

All grant recipients must provide short feedback or confirmation upon completion to help evidence UKSPF outcomes.

Applicants will be notified of the decision by **Monday 22 December 2025**.

A closing date for applications has been set **for 5pm on Sunday 7th December 2025**.

You must be able to enrol, pay for and complete for your chosen short course of study and claim back your grant amount by 28th February 2026.



UKSPF Business Grants Frequently Asked Questions:

Do I need to provide a certificate upon completion of my course?

Yes. Once you have completed your course of study, learners or businesses will need to send us a copy of their certificate of completion/achievement.

Do I need to provide quotes?

Yes. This could be a formal quote from a training provider, an email confirming course costs, or information taken from a provider source detailing course cost.

Can I apply to the Skills Development Fund more than once?

Eligible businesses are welcome to apply more than once if value added can be justified. However, residents are only eligible to receive one grant payment per business year.

Will I need to pay the grant back?

No, the funding provided to a successful applicant is a grant and not a loan. Businesses or residents will be required to pay grant funding back if conditions in the grant offer letter and contract are not adhered to.

Do I need to include a business plan?

No.

What is match funding?

Match funding is cash that you will be contributing to the project. For example, you might want to buy a service / course that costs more than the maximum amount of grant that can be awarded. Match will be the money you contribute to the purchase to make up the difference between the cost of the course and the maximum amount of grant that you can apply for. Match funding is required for all projects with the exemption of resident's applications, where 100% costs are reimbursed.

Grants of up to £2,500 would require the Business to provide a minimum 30% of match funding to support the project.



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Where can the Business Rates Account Number be found?

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Broxtowe Borough Council are unable to provide your account number to you to avoid cases of fraud.

Where can I get more information to help?

You can contact Broxtowe Borough Council if this guidance and FAQ does not answer your query using this email address SPFGrants@broxtowe.gov.uk

Can you help with my application?

We cannot advise on individual applications or assist with the writing of your application. Business support is available.

How can I access local business support?

In Broxtowe we offer access to a business advisor from Nottinghamshire County Council. They may not be able to help with your application but can give you advice and support.

Contact Nottinghamshire County Council advisor using this link: [NCC advisor](#)