# **IEE Employer Fund 2025**

**IEE Skills Innovation Fund**

Application Form

**Section 1**

In response to the current needs and labour market challenges affecting many businesses and employers, Capital City Partnership (CCP), as the Integrated Employer Engagement (IEE) lead across the Edinburgh and South East Scotland (ESES) City Region Deal will administer a small grants programme to support \*micro businesses across the 6 local authority areas (East Lothian, Edinburgh, Fife, Midlothian, Scottish Borders, West Lothian).

*\*micro businesses – 9 employees or less*

Businesses can apply for up to £5,000 which is an increase from the standard minimum and maximum grant award amounts of £500-£1000. This is reflective of feedback we have received from regional Business Gateway teams and directly from industry around fund impact, combating the rising *cost of doing business* and providing the flexibility for micro-businesses to test innovative skills solution projects to enhance workforce and business development.

The proposed Integrated Regional Employability and Skills (IRES) 2027+ programme contains an innovative skills grants programme and this year’s fund is seen as the ideal precursor to this. Additionally, this allows IEE to provide a comprehensive support package to successful businesses, helping bring to life their proposed projects, across the remainder of this financial year and beyond.

Please complete the following application form and return electronically by **5pm, Friday 29th August 2025 in word document format only – no photocopies, scans or photographs can be accepted** to IEEemployerfund@capitalcitypartnership.org

*We encourage applications to be submitted as early as possible as the fund may close early if oversubscribed.*

**Section 2**

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| 1. Name of Business
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| 1. Business Details
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| Main Contact |  |
| Position |  |
| Address |  |
| Postcode |  |
| Local Authority Area |  |
| Contact Number |  |
| Email Address |  |
| Sector |  |
| Website |  |
| How many months have you been trading? |  |
| Do you meet the criteria of being aged 18 or over? |  |
| Name of Business Gateway AdviserNote - if not applicable, please verify business legitimacy by noting one of the following:Copy of most recent accounts, Companies House Registration Number / OSCAR Number, Proof of Constitution*We reserve the right to contact applicants for additional information if required* |  |
| Number of Employees(please include yourself in your total number of employees or declare as ‘Sole Trader’) |  |
| How did you hear about this fund? |  |

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| 1. Fair Work First

Fair Work First is the Scottish Government’s current flagship policy for: driving high quality and fair work; investment in workforce development; no inappropriate use of zero hours contracts; action to tackle the gender pay gap; creating a more diverse and inclusive workplace; and paying the Real Living Wage. It offers all individuals an effective voice, opportunity, security, fulfilment and respect. As a City Region Deal, we are committed to adopting this guidance. Grant recipients of our funding need to pay their employees the Real Living Wage as well as having appropriate channels for workers’ voices to be effectively heard. Please complete this section to the best of your ability.  |
| Please answer: Yes / No opposite each question below and we would welcome additional details in the bottom box.  | **Y/N** |
| Have you implemented any of the [Fair Work Agenda](https://www.fairworkconvention.scot/fair-work-across-scotland/)? More detailed guidance can be found [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/03/fair-work-first-guidance-2/documents/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/govscot%3Adocument/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf). |  |
| Do you pay all employees the Real Living Wage or above? (£12.60 p/h) |  |
| Do you currently offer a flexible working policy to employees? (If applicable) |  |
| Do you support the Equal Pay Act? |  |
| Are you a registered [Disability Confident](https://disabilityconfident.campaign.gov.uk/) employer? |  |
| Do you have an open and transparent communication channel available to all employees to encourage effective workers voices? |  |
| Please provide further information, as necessary, below. Please continue overleaf, if required.  |

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| 1. Funding requirement *(in no more than 750 words)*
* Describe what your skills innovation project will entail, what will it be used for
* Confirm that your project is new and not a replication of current practice and explain how it is innovative
* Outline proposed outcomes and outputs
* How will your proposal address the noted outlined priorities within Section 1 – to create, develop, implement an innovate skills project - which will aim to create and retain jobs, enable staff upskilling and employee career progression jobs
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| 1. Net Zero/Climate Change Ambitions
* Do you have an environmental policy or net zero plan with a target which aligns with the Scottish Government’s 2045 net zero target? If so, please either summarise in the box below or provide a link to it
* If you don’t have a policy or Net Zero plan, please provide detail on what steps and actions you/your business is taking to address climate change and help your business’ sustainability journey. For example, climate adaptation measures, waste management, energy efficiency measures, sustainable travel etc
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| 1. Please state how much funding you are applying for *(up to £5,000)*
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| 1. Case Study *(please answer yes or no)*

Are you willing to take part in a short video or written case study following the fund application to demonstrate the benefits of the receiving this grant? |
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| 1. Declaration

All applications must be signed by a senior representative of your organisation. You are being asked to declare that:* You have read and will comply with the IEE Employer Fund grant funding conditions
* To the best of your knowledge the information contained in this application and any accompanying documents is accurate
* You agree with CCP’s Data Sharing and Privacy Notice which can be accessed [here](https://capitalcitypartnership.co.uk/iee-data-sharing)
* By typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this declaration
* Monitoring and Evaluation. All successfully funded projects must comply with the monitoring and evaluation in place for this fund; successful applicants will be required to complete a short survey following the receipt of funds
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| Name |  |
| Position |  |
| Signature |  |
| Date |  |

Please return this form electronically **(in word document format only – no photocopies, scans or photographs can be accepted)** to IEEemployerfund@capitalcitypartnership.org by **5pm, Friday 29th August 2025**

**Section 3**

# CONDITIONS OF GRANT

3.1 You must provide confirmation that your organisation is properly constituted.

3.2 You must only use IEE Employer Fund grant funding for the purposes agreed in your Funding Agreement and spend the funds within a period of twelve weeks from the receipt of funding.

3.3 Funds will only be paid into a bank account in the name of the organisation submitting the application, verification of bank details will be sought by Capital City Partnership prior to monies being transferred.

3.4 Successful applicants must agree to complete a survey once funding has been used.

3.5 Financial records of the spend must be kept – copies of receipts or invoices must be made available to Capital City Partnership if requested.

3.6 Capital City Partnership reserve the right to withdraw any grant agreements or request repayment in the event of the following occurrences:

* Failure to comply with any terms and conditions contained in this document, except where the prior written agreement of Capital City Partnership has been obtained to the waiving of the term and conditions in question
* The business ceases to function or is suspended, closed or ceases to operate for the purposes outlined in their constitution prior to receipt of funds
* The business becomes apparently insolvent prior to receipt of funds
* Any information supported in connection with the grant application is found to be false or misleading, or it is found that relevant information has been withheld

3.7 Capital City Partnership (CCP) will collect and hold information on all projects for monitoring and evaluation purposes under Edinburgh South East Scotland City Region Deal. All information will be held within HELIX. HELIX is the management information system which has been established by CCP to securely hold all employer data relating to the IEE Employer Fund.

If you have any questions relating to this application, please contact:

IEEemployerfund@capitalcitypartnership.org

You will be notified of the outcome of your grant application by Monday 22nd September. Successful applicants will receive a formal offer of grant shortly thereafter.

Thank You.