

FUNDING TO EXTEND A PLACEMENT AFTER COMPLETION OF KICKSTART

The City of Edinburgh Council is fully committed to the Young Person's Guarantee and we are delighted to be able to offer SMEs additional funding to allow them to extend a successful Kickstart placement beyond the initial 26-week period.

Funded by Scottish Government, and managed by the City of Edinburgh Council, this funding is available to support businesses to continue to offer a placement to a young person for an additional 6 months – essentially taking the placement to a full 12 months.

The funding has a dual purpose and is intended to:

- Support businesses to recover from the covid-19 pandemic;
- Support young people to gain skills and confidence to progress into permanent employment;

Funding will be awarded on a first come, first served basis and once it has all been allocated the fund will be closed. Employers will be limited to two placements per organisation to ensure fair access to all.

ELIGIBILITY

You are eligible to apply for funding to extend a Kickstart placement if:

- You are currently providing a Kickstart placement where the participant has completed 4 months and you both wish to continue.
- You are a private company, social enterprise or third sector organisation with a maximum of 250 employees.
- You are prepared to offer 26 weeks of employment under the original Kickstart terms, which must be:
 - a minimum of 25 hours per week employment
 - paying minimum wage or above
- You will issue a contract of employment - i.e. permanent contract **or** a fixed term contract for 26 weeks. **Companies who employ a person on zero-hour contracts will not be eligible.** By law, employees must receive a written contract of employment within two months of starting. We will need a copy of this.
- The prospective employee **lives in Edinburgh** and is considered to have an **additional barrier to employment**. (appendix 1)

APPLICATION PROCESS

If both you and the young person wish to continue the placement for an additional 6 months, please request a **Kickstart funding application form** from Kickstart@edinburgh.gov.uk once you reach the four month point in your Kickstart placement.

We will let you know **within 5 days** whether the fund is still open and if your application has been accepted. We will then arrange to complete the relevant paperwork with you and the participant.

As part of the funding agreement we require to carry out **quarterly reviews** (action plans). Our team will meet with you and your employee at regular intervals to update the action plan before the start of the funding, at 13 weeks and just prior to completion.

If the fund is no longer open, you may be eligible to apply for support from [Edinburgh's Employer Recruitment Incentives](#) which can pay up to £6000 if you are offering a job to a young person with barriers to employment.

PAYMENTS

Wage costs at National Minimum Wage (NMW) rate for the participant's age can be claimed **monthly in arrears** – other frequency by agreement - upon submission of an invoice and supporting wage slips. This will then be paid within 30 days of receiving relevant paperwork.

If you choose to pay more than NMW then the funding will only cover the amount payable at NMW plus employer National Insurance contributions and employer minimum automatic enrolment contributions as was agreed through Kickstart.

If we haven't already set you up as a supplier to the City of Edinburgh Council, we will need to do this to make sure we can pay you. Our finance team will send you a 'vendor' or 'new supplier' form. Please complete this and return it to the email address on the form as soon as possible. If you are already one of our suppliers, we may ask you to register again due to changes in the law regarding storing data.

We will then email you a purchase order number which must be included on the invoice and sent to: Kickstart funding, c/o The City of Edinburgh Council, 1.4 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG. (This should be exclusive of VAT)

NEXT STEPS

If you are interested in extending your Kickstart placement to 12 months for a young person currently participating in the Kickstart initiative, please email the City of Edinburgh Council's Kickstart team and request an application form.

To request or return a form: Kickstart@edinburgh.gov.uk

Contact Susie Donkin on 0131 529 3257 if you require further information.

APPENDIX 1

List of eligibility barriers for funding to extend your Kickstart placement

To be eligible for this funding, the employee must have one of the barriers listed below.

1. A person who is Disabled and or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition)
2. A care experienced young people
3. Primary Carer of an older person
4. Person with a conviction (including CPO's)
5. A lone parent
6. Person with no or limited work experience
7. Early leavers from the armed forces, veterans, and ex-forces personnel
8. Long-term unemployed (6 months or over) who are not on Community Work Placements
9. Person who has failed their ESA Work Capability Assessment
10. People from Ethnic Minority backgrounds and racial groups, with a targeted approach informed by local population data.
11. Gypsy/travelling community
12. Partner of current or ex-Armed Forces personnel
13. Person requiring support with language, literacy, or numeracy, including those for whom English is an additional language
14. Low skilled with little or no qualifications at SCQF 4
15. A young person who was receiving additional support for learning in school
16. Refugee or other granted leave to stay in the UK
17. Homeless person (including temporary or unstable accommodation)
18. Person affected by substance misuse.
19. Living in a household with children in poverty
20. Person living in the 15% most employment deprived SIMD geographies (see ESF Scottish Local Authority Employment Deprived Area Postcodes list).