

Guidance Document for Skills Better Business Grant

This document is to assist you with completing the Better Business Grant application process. It should hand hold you through the process as every question in the Grant Portal is explained here.

1. Help with completing the company profile

Your Details

Question	Guidance
Position in company	Input your position in company e.g. Managing Director.
Telephone	Input the best phone number for Jersey Business to contact you to discuss your application for the grant.
How did you hear about the grants?	Select from the drop-down menu that best describes how you found out about the grants.

Company Details

Question	Guidance
Company name	Input the registered name of the company, this can be found on official documents like the business license document.
Company address	Input the registered address of the company.
Business license number	Input the business license number, this number can be found on your combined employer return.
TIN (Taxpayer Identification Number)	Input the TIN (Taxpayer Identification Number) This number is issued by Revenue Jersey and can be found on tax documents. The number should be 10 digits in length.
Authorised Signatory	Input the full name of the person who has been given the legal authority to sign documents and make any final decisions on behalf of the company or organisation for this grant application
Are you part of a Jersey – based parent company?	Select yes if the company is a subsidiary of another Jersey company.
What type of entity is your business?	Select from the drop-down menu the legal structure of the company. The options are LTD, LLP, LLC or foundation, Sole Trader or Partnership. This information can be found on the company's registration documents.
Business Sector	Select from the drop down list the sector in which the company operates. Choose the sector that best fits your company.

How long have you been trading?	Select from the drop down the length of time the company has been actively trading, this may be different from the company set up date. This will inform us which grants you are eligible for. (6 months to 18 months are eligible for minor grant and 18+ months are eligible for major grants).
When did you start trading?	Input the date when the company started actively trading from, this information can be found in the company's registration documents.
Are you a not for profit or charity?	Select yes if you are a not-for-profit or registered charity organisation. If you select yes to this question, you will then be prompted to provide your registered charity number.
Have you received or are you in the process of applying for other government grants this year?	Select yes if the company has been in receipt of other grants from the government of Jersey for this year. If you select yes to this question, later in the application you will be asked to provide further details of these grants.
Do you operate as part of the visitor economy?	Select yes if your business is related to tourism or hospitality (including visitor accommodation, visitor experiences, and hospitality businesses). There is an additional grant for Visitor Economy businesses; by answering yes and providing evidence you will be able to apply for this grant in addition to the other grants available
Are you on an agreed time to pay payment plan? <i>This applies to businesses who have an agreed tax payment plan with the Government of Jersey.</i>	Select yes if you are on an agreed time to pay payment plan with the Government of Jersey. This means that at some point in the past your business has fallen behind on its tax, social security, or other government payment obligations and you have agreed a repayment plan with the Government of Jersey. If you select yes to this question later in the application you will be asked to provide the Time to Pay (TTP) reference number, if known

Visitor Economy Details (you will only see this section if you answered yes earlier in the application to being part of the visitor economy)

Question	Guidance
Visitor Economy Details <i>Businesses in the Visitor Economy are eligible to apply for an additional grant aimed at building resilience in this sector. We are currently accepting Visitor Economy Development Grant applications from the Hospitality and Tourism sectors, including visitor accommodation, visitor experiences, and</i>	Please share how you contribute to the visitor economy. We are currently accepting applications from the hospitality and tourism sectors, including visitor accommodation, visitor experiences, and hospitality businesses. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant. You may want to share how your business engages with visitors to the island and how visitors contribute to your sales. Where possible please share data that may support your case.

<p><i>hospitality businesses. Please share which of these sectors you fit into below. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant.</i></p>	
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Jersey-based Parent Company (you will only see this question if you answered yes earlier in the application to having a parent company)

Question	Guidance
Parent company name	Input the registered name of the Jersey parent company, this can be found on official documents like the business license document.
Are the people working in your business contracted by the parent company or an employing company?	Select yes if employees are contracted by the parent company or an employing company under the parent company. Businesses may be eligible for the grants if employees are contracted by either the parent company, an employing company under the same parent company or the company
Employing company TIN (Tax identification number)	Input the TIN (Taxpayer Identification Number) number of the employing company, this number is issued by Revenue Jersey and can be found on tax documents. The number should be 10 digits in length.
Employing company business license number	Input the business license number of the employing company, this number can be found on your combined employer return.

TTP Number (you will only see this question if you answered yes earlier in the application to having a TTP)

Question	Guidance
Time to Pay (TTP) arrangement reference number, if known	Earlier in the application you said yes to having a time to pay arrangement in place due to arrears on tax, social security and/or other obligations. Please input the time to pay arrangement reference number if you know it. Not all companies on a tax payment plan will have a reference number, however it would be helpful if you are able to provide it for us to efficiently verify your eligibility.

Charity Number (you will only see this question if you answered yes earlier in the application to being a registered charity)

Question	Guidance
Charity registration number	Earlier in the application you said yes to being a registered charity. Please input the registration number for the charity. If you need further assistance, you can contact the Jersey Charity Commissioner https://charitycommissioner.je/ They should be able to provide you with the necessary information regarding your charity registration number.

Government Grants (you will only see this question if you answered yes earlier in the application to receiving other government grants)

Question	Guidance
Please provide details of the government grant you have received or are in the process of applying for this year	<p>Earlier in the application you said that you are receiving other grants from the Government of Jersey this year. Please input details of the government grants you have received in the past or are in the process of applying for. Select the 'add' button and add in the name, value, reason for the grant / type of project and awarding Government department. Then press submit.</p> <p>To edit or delete the details you have input press the downward arrow on the right-hand side of the table and a drop-down menu will appear to allow this.</p> <p>Here are links to some different Government of Jersey Grants that if you have received this year or are applying for you would need to state:</p> <ul style="list-style-type: none"> • https://www.gov.je/Benefits/Grants/Pages/default.aspx • Arts grants and how to apply • Connect Me: connecting our communities grant scheme • Rural and Marine Economy (Support Schemes) <p>If your grant isn't covered above, you will still need to tell us about it.</p> <p>Please note that having other grants from Government of Jersey does not make you ineligible to apply however grants must be for different projects.</p>

Tell us about your employees

Question	Guidance
How many zero-hour employees do you have?	Input the number of employees on a zero-hour contract. This should be a whole number.
How many part-time employees do you have? <i>Under 25 hours per week</i>	Input the number of employees on part-time contracts (under 25 hours per week). This should be a whole number.
How many full-time employees do you have?	Input the number of employees on full-time contracts (over 25 hours per week). This should be a whole number.

What's the lowest hourly wage that you pay to any of your employees?

What was the lowest hourly wage you paid in January of this year? Please note that this is for data collection purposes only.

What was the lowest hourly wage you paid in January of this year? Please note that this is for data collection purposes only and will not impact your eligibility.

To calculate an hourly wage from an annual salary, follow these steps:
Determine the annual salary you want to convert. For example, let's use £50,000.

Identify the number of hours worked in a week. For a full-time job, this is usually 40 hours per week.

Multiply your weekly hours by the number of work weeks per year. Typically, there are 52 weeks in a year.

Example: 40 hours per week X 52 weeks per year = 2,080 hours per year.
Divide Salary by Total Hours: Divide the annual salary by the total hours worked in a year to get the hourly wage.

Example: £50,000 / 2,080 hours = £24.04 per hour.

2) Help with completing the Skills Grant application form

Skills Grant Application

Question	Guidance
<p>Project name <i>Name your grant application project</i></p>	<p>Enter the name of your project</p>
<p>Project description <i>Can you provide a detailed description or summary of why this skills development is a priority to your business.</i> <i>We recommend you write approximately 250 words for this question</i></p>	<p>Provide a detailed description of your project. Including the following details will be beneficial for your application:</p> <ul style="list-style-type: none"> • State the project's goal/objective, e.g., "The project aims to develop a comprehensive training program to enhance employees' skills in data analysis and interpretation." Or "We are aiming to future proof our business by upskilling our team to meet changes in consumer demands and legislative changes in the heating sector". • Provide data to show the project's importance, e.g., "Currently, only 30% of our employees are proficient in data analysis, and we expect the training program to increase this to 70%." • Highlight the benefits, e.g., "The project will lead to a more skilled workforce, capable of making data-driven decisions, which will improve overall business performance." • Show how the project aligns with the grant's goals of productivity <p>We recommend you write approximately 250 words for this question but no more than 500</p>
<p>What skills area will this training develop? <i>Please select all that apply from the below categories</i></p> <p>Business skills</p> <p>1.Improve operational efficiency: Improve business process, workflows, and project management.</p> <p>2.Boost competitiveness: Develop skills that enable businesses to stay ahead in their industry.</p> <p>3.Foster innovation: Encourage creative thinking and problem - solving to drive new ideas and products.</p> <p>4. Sustainability: Implement processes, create new revenue streams, or leverage technology to enhance and report on business sustainability</p> <p>5.Other</p> <p>Digital skills</p> <p>1.Embrace technology: Equip businesses with the tools and knowledge to leverage digital solutions effectively.</p>	<p>Select 1 or more of the benefits you expect to see as a result of the training you have identified.</p> <p>If you select other, ensure that you explain the skills that will be developed under the skill areas.</p>

<p>2.Enhance customer experience: Improve online interactions and service delivery.</p> <p>3.Expand market reach: Utilise digital channels to reach new customers and markets.</p> <p>4.Other</p> <p>Leadership skills</p> <p>1.Develop effective leaders: Cultivate strong leadership qualities that inspire and motivate teams.</p> <p>2.Improve decision-making: Enhance critical thinking and problem-solving abilities.</p> <p>3.Foster a positive work culture: Create a supportive and inclusive environment that encourages employee engagement and satisfaction.</p> <p>4.Other</p> <p>People skills</p> <p>1.People: Develop skills related to human resources, team management, and employee development.</p> <p>2.Diversity and Inclusion: Develop systems and utilize technology to support and capture D&I reporting and initiatives</p> <p>3.Other</p> <p>Technical skills</p> <p>1.In-house skills: Develop internal skills to eliminate the need for outsourcing or consulting services.</p> <p>2.Targeted development: Train individuals to perform specific tasks and services that are in core profit-making areas of the business, increasing profitability per employee hour.</p> <p>3.Enhance skills banding: Develop targeted skills that allow employees to be billed to clients at a higher hourly rate, thereby increasing business productivity</p> <p>4. Other</p>	
<p>How will these skills benefit your company?</p> <p><i>Outline here the expected impact on business outcomes and how you will measure them. For example will you expect to see an increase in sales or profit, a reduction in costs, an improvement</i></p>	<p>Including the following details will be beneficial for your application:</p> <ul style="list-style-type: none"> • Outline how the skills will benefit the company. This includes detailing the expected impact on business outcomes such as increased sales, reduced costs, improved employee engagement. Ensuring the benefits are under the theme of productivity

<p><i>in employee engagement etc. It is essential to include this information as applications without this will not be successful.</i></p> <p><i>We recommend you write approximately 250 words for this question.</i></p>	<ul style="list-style-type: none"> Clearly show a plan for measuring the impact of the skills on business outcomes. Including metrics and numbers in your answer is beneficial. Demonstrate an enhancement in team performance and efficiency include why the enhancement in team performance and efficiency is significant for your business. <p>We recommend you write approximately 250 words for this question but no more than 500.</p>
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Course(s)

Question	Guidance
<p>What course/training are you undertaking as part of this project?</p> <p><i>List here all of the courses or training you are applying for and their details. Include the full course/training cost (including any taxes) and the name of the provider. You can include any additional costs for certification or exams for the named courses/training.</i></p> <p><i>Note: <u>The following are not to be included in the application as they are not eligible:</u></i></p> <ul style="list-style-type: none"> <i>- Travel and accommodation costs for employees traveling to attend courses/training.</i> <i>- Exam retakes or exam fees if the training started before this application.</i> 	<p>To input your course, click "Add". This will open an input box which will allow you submit details of the course (s)</p> <p>Course/training name: Enter the official name of the course or training programme.</p> <p>Provider: Write the name of the organisation or institution that is offering the course or training. This might be a university, a professional training company, or an online platform.</p> <p>Certification: Indicate whether the course or training provides a certification upon completion. It does not need to have a certification to be a valid course</p> <p>Start date: Enter the date when the course or training begins. The start date should be at least 2 months from the date the application is submitted.</p> <p>End date: Enter the date when the course or training ends.</p> <p>Number of employees: Input the number of employees who will be attending the course or training.</p> <p>Total cost: Provide the total cost of the course or training for all employees. This should not include costs for staff time, travel and accommodation as these are not allowable costs.</p>

Project cost

Question	Guidance
<p>Project cost</p> <p><i>Please confirm the calculated cost (taken from the table on the previous tab) by re-entering it here. If incorrect, please review all course/training costs on the previous page.</i></p>	<p>This stage is purely to check that the total cost inputted in the table on the previous table is equal to the total cost of the project.</p>

Risk Assessment (only major applications)

Question	Guidance
<p>Tell us about your risk assessment you have performed for this project. <i>Add all the risks from your assessment here.</i></p>	<p>To ensure the success of your project, it's important to identify and manage potential risks. Use this form to document risks, their mitigation strategies, and assess their likelihood and impact. We recommend that you include at least 3 risks.</p> <p>To input your risk assessment, click "add risk". This will open an input box which will allow you submit details of the largest risks for your project.</p> <p>We suggest when thinking about your risk assessment you follow these steps:</p> <p>1) Identify Risks: A risk is the possibility of something bad happening that could affect your goals or objectives. It involves uncertainty and can come from various sources, such as financial loss, safety hazards, or project delays. In simple terms, a risk is anything that might go wrong and impact your plans. Firstly, find out what could go wrong. We suggest you discuss potential risks with key people who will be involved.</p> <p>2) Document Risks: Write down the risks in the risk table. Describe each risk and what would happen if it occurs.</p> <p>3) Assess Risks: Determine how likely each risk is to happen (likelihood) and what the impact would be. Use terms "low", "medium" and "high" to indicate the size of impact and likelihood.</p> <p>4) Plan Actions / Mitigations: Identify steps to reduce the chance or impact of each risk. This could include preventive measures or contingency plans.</p> <p>A couple of examples of risks could be:</p> <ul style="list-style-type: none"> • Employees aren't keen to undertake training and don't want the new skills. This would limit the positive impact of the skills development. Mitigation could include helping the team to understand why we are doing it and that it aims to make the business more resilient in the longer term, which will ultimately benefit employees. • Delivery times for training change: If the delivery times are delayed, it could affect the project's timeline. Mitigation could include having backup timeframes or confirming dates well in advance.

Financials

Question	Guidance
<p>Annual turnover <i>Annual turnover is defined as: Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods and services (including progress payments on work in progress)</i></p>	<p>Please input your annual turnover for your company.</p>

Financial year end date (only major)	Input the financial year end date - this information can be found in your previous annual accounts.
Annual accounts (only major)	<p>Please upload your annual accounts.</p> <p>To upload a document:</p> <ol style="list-style-type: none"> 1) Prepare your document - ensure your document is properly formatted and saved in the correct file type (e.g., PDF, DOCX, Excel). 2) Select the document - Click on the "Choose File" in the portal and browse your computer to select the document you want to upload. 3) Once you have selected the document, click on the "open" button to confirm the upload. 4) You will need to do the same for the second set of annual accounts.
Management accounts (only major)	<p>The management accounts are different from the year-end accounts. The management accounts are internal documents for decision making, monthly or quarterly, more detailed than the annual accounts which measure past performance. If possible, share a monthly view with us that covers the period since your most recent annual account to now.</p> <p>We would like to ensure that your business is a going concern.</p>

Conflict of interest

Question	Guidance
<p>Conflict of interest</p> <p><i>If you or your business have any personal or direct business connection with the Jersey Business team or Board you must disclose the details here. Please also give details of any personal connections you may have with suppliers that will be used in the course of your project.</i></p>	<p>If you disclose any connections, it should not affect your application. Any named Jersey Business individual's will not be involved in processing your grant application</p>

Confirm self-declarations

Question	Guidance
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<p>Do you confirm all of the following about you and your business:</p> <ul style="list-style-type: none"> - No board member has been convicted of financial crimes (fraud, bribery, money laundering etc). - You consent to Jersey Business, Government of Jersey, and Revenue Jersey sharing data for verifying business data confirming eligibility for Grant funding, and in the event of instigating clawback or sanction action. <p>The applicant organisation will remain confidential to the data sharing process and not made public unless specifically consented to by the applicant.</p> <ul style="list-style-type: none"> - You understand the payment process. - You are aware this application goes through an approval process before being approved. - The business has financial capacity to fulfill its operational obligations for a minimum of the next 12 months. - If you have any conflicts of interest with Jersey Business, it's team or Board then you have disclosed this above. 	<p>Select yes if you confirm all the declarations</p> <p>This eligibility confirmation process involves a check of the company data you have submitted to ensure that the business meets the eligibility criteria to be able to apply for a grant. If the information you have submitted is not verified by the government your application will not be approved. Apprenticeship applications will also be verified by the course providers to confirm that apprentices listed in the application have completed the attendance requirements of the apprenticeship applied for.</p> <p>Please make sure you have read the grants payment process document before submitting an application. Click here.</p> <p>The company is not in significant debt, or danger of insolvency.</p>
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Confirmation

Question	Guidance
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<p>Agree to responsibilities By submitting this application, you agree to:</p> <ul style="list-style-type: none"> - Complete a post-grant evaluation (survey) - Demonstrate the project outcomes based on your estimated project measurables (captured via the above survey) - Provide any additional information or documentation as reasonably requested - Upload all receipts and related bank statements - Sign the Grant Terms and Conditions to confirm acceptance of the requirements therein. - A small selection of successful applicants may be contacted after project completion for a more in depth review. 	<p>Select yes if you agree to all the responsibilities outlined.</p>
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Once you are happy that you have completed your application to give it the best chance of success, you should click submit. If you want time to review your application – do not click submit and your application will be saved for you to return to and amend before submission.