



Department
for Work &
Pensions

Department for Work and Pensions
Caxton House
Tothill Street
London SW1H 9NA

[DWP contact name and details]

Our ref: [Insert DWP reference]

[Insert date]

[Grant Recipient's name]

[Grant Recipient's address]

Attn: [Grant Recipient's contact name]

By email to: [Grant Recipient's contact email address]

Dear [Insert Grant Recipient's contact name],

Kickstart Scheme – Grant Offer Letter

You submitted an application to take part in the Kickstart Scheme and create jobs for young people at risk of long-term unemployment.

After considering your application, we are pleased to offer you a Kickstart Scheme grant, subject to your agreement to and compliance with this Grant Offer Letter and the Kickstart Scheme Terms and Conditions for Employers available at [insert web address] as updated by us from time to time (the **Conditions**).

The Grant Agreement between you and us comprises this Grant Offer Letter and the Conditions. It is made between the Secretary of State for Work and Pensions (acting as part of the Crown) of Caxton House, Tothill Street, London SW1H 9NA (**DWP or us**) and [Insert Grant Recipient's full name], a [limited company OR charity OR public authority], [registered in England and Wales with registration number: [Insert Number]], whose principal address is at [Insert address] (the **Grant Recipient or you**).

Unless the context otherwise requires, capitalised expressions used in this Grant Offer Letter have the same meanings as in Annex 1 of the Conditions.

1. OVERVIEW OF THE GRANT

The key elements of the Grant are described in the table below:

Funded Activities	<p>We will provide you with Grant funding to provide up to 6 months of employment for young people, including support to develop work skills and finding future employment. The activities funded with this Grant are as follows:</p> <ol style="list-style-type: none"> 1. Funding will be used to create 6 month jobs for young people, aged 16-24, who are claiming Universal Credit and referred to you by us for employment opportunities (Participants). <ul style="list-style-type: none"> • The jobs should be equivalent to jobs not funded by the Kickstart Scheme, with the same expectation on the employee to improve and develop. • Each job should enable the employee to build up skills that will lead to sustainable employment and be paid at the normal rate on similar jobs. We expect you will use the funding to pay Participants a regular wage as you do with existing employees. 2. Funding can only be used by you to provide new jobs. The jobs must not: <ul style="list-style-type: none"> • replace existing or planned vacancies: and/or • cause existing employees, apprentices or contractors to lose or reduce their employment. 3. All jobs supported by Grant funding must: <ul style="list-style-type: none"> • be for a minimum of 25 hours a week, for 6 months; and • pay at least the National Minimum Wage for the Participant's age group. 4. You will help Participants to develop the skills and experience to find work after completing the scheme. This can include on-the-job training, work search support, transferrable skills development, mentoring and careers advice, and support with work skills such as attendance management, timekeeping, teamwork and communication. <p>A more detailed description of the Funded Activities is set out in Annex 2 (Funded Activities) of the Conditions.</p>
Maximum number of employment opportunities to be provided	<p>[Insert details]</p> <p>The number of employment opportunities funded and the amount of Grant funding may be increased or decreased from time to time as explained in the Conditions, including clauses 3 and 21.</p>
Maximum amount of Grant	<p>Up to £7348.08 per Participant.</p> <p>This maximum figure is based on a Participant aged 24 at the end of their 6 month Kickstart Scheme employment.</p> <p>The actual amount of the Grant for a Participant depends on their age at the end of their 6 month Kickstart Scheme employment and what the National Minimum Wage is for a Participant of that age.</p>

Funding Period	The period from the date on which the Grant Agreement takes effect until the Project End Date.
Payment Schedule	<p>The Grant funding will be paid in the following instalments for each Participant:</p> <ul style="list-style-type: none"> • Initial payment of £1500 for set-up costs, support and training on confirmation that the Participant has started employment with you; and • Monthly payments of wage costs on confirmation that the Participant has been paid through PAYE in the previous month. <p>The monthly wage cost payments will cover for each Participant in the relevant time period:</p> <ul style="list-style-type: none"> • 100% of the relevant National Minimum Wage for 25 hours a week; • the associated employer National Insurance contributions; and • employer minimum automatic enrolment contributions. <p>A more detailed description of the payment schedule is set out in Annex 3 (Payment Schedule) of the Conditions. This includes how payment works if the Participant stops being involved in the Kickstart Scheme before the end of the six month period.</p>
Grant Review	DWP may review the Grant during the lifetime of the Funding Period.
Project End Date	[Insert end date]
Kickstart Representative	[Insert name, title and contact details (phone and email) of Grant Recipient's Kickstart Representative]
DWP Grant Manager	<p>Boyd Wood, Kickstart Scheme Delivery & Implementation Manager</p> <p>Address: Finance Group, Contract Management & Partner Delivery, 5th Floor, Section D, Caxton House, 6-12 Tothill Street, London SW1H 9NA.</p> <p>Email: Boyd.Wood@dwp.gov.uk</p> <p>Phone: 07919 393369</p>

2. PAYMENT OF THE GRANT

- 2.1 The Grant is made pursuant to section 2 of the Employment and Training Act 1973.
- 2.2 Subject to your compliance with the terms of the Grant Agreement, DWP will make Grant payments in accordance with the Payment Schedule.
- 2.3 You must complete and sign the Confirmation of Bank Details form available at [insert web address] as part of your acceptance of the Grant. Grant payments will be made in pound sterling (GBP) into the bank account listed in the form. This bank account must be in the name

of your business and located in the UK. No payment will be made in advance of receipt of a correctly completed and signed form.

- 2.4 The signatory to your Confirmation of Bank Details form must be your chief finance officer or other person with proper delegated authority. Any change of bank details must be notified immediately on the same form and signed by an approved signatory. Any change of signatory must be notified to us for approval as soon as known.

3. **THE GRANT AGREEMENT**

- 3.1 Once you sign this Grant Offer Letter as designated below, the Grant Agreement between you and us will take effect. Please ensure you have read and understand this Grant Offer Letter and the Kickstart Scheme Conditions available at [\[insert web address\]](#).
- 3.2 You should note that failure to comply with the terms and conditions of the Grant Agreement may result in Grant payments being suspended, reduced, reclaimed or withheld, and/or the Grant being withdrawn, without prejudice to any other civil or criminal sanctions which may be appropriate.

4. **FILLING VACANCIES & NO GUARANTEE OF FUNDING**

- 4.1 You will provide full details of your proposed Kickstart Scheme vacancies following the signing of this Grant Offer Letter. We will review the vacancies, check they match the Eligibility Criteria for the Kickstart Scheme and refer any suitable candidates from our records to you. We reserve the right not to refer people to fill the vacancies or provide Grant funding if you or any of your vacancies do not meet the Eligibility Criteria for the Kickstart Scheme in our opinion. You understand that there is no guarantee of any funding or obligation to provide it.
- 4.2 We will only provide Grant funding for you to engage candidates referred to you by us. This allows us to check that the candidate is properly employed and receiving salary and ensure that public money is being used appropriately.

5. **ACCEPTING THE OFFER**

To accept this offer of grant funding, please arrange for an authorised signatory to sign and date this Grant Offer Letter as indicated below and return **both** the signed Grant Offer Letter and your Confirmation of Bank Details form to the following address within one calendar month of receipt (**Deadline**):

Kickstart.grantapprovalteam@dwp.gov.uk

We will not refer candidates or provide funding until we receive this documentation completed to our satisfaction. If we do not receive this documentation by the Deadline, the Grant offer will lapse. If you will not be able to meet the Deadline or have any other questions about this Grant Offer Letter, please let us know immediately.

6. **DECLARATION**

6.1 By signing this Grant Offer Letter, you warrant and represent that:

- 6.1.1 your obligations under the Grant Agreement are legal, valid, binding and enforceable;
- 6.1.2 all authorisations and consents necessary to enable you to enter into and perform the obligations in the Grant Agreement have been obtained;
- 6.1.3 you have read and understand the application criteria for the Kickstart Scheme (available at <https://www.gov.uk/government/collections/kickstart-scheme>) and your business and the vacancies you provide will meet those criteria;
- 6.1.4 the information in your Grant application is correct and complete;
- 6.1.5 the person signing this Grant Agreement is duly authorised to sign on your behalf; and
- 6.1.6 your Kickstart Representative referenced in the table above is authorised to make decisions and provide information on your behalf.

Yours sincerely

_____ for and on behalf of DWP

Name of DWP signatory: [REDACTED]

I confirm the agreement of [Grant Recipient name] to the terms and conditions in this Grant Offer Letter and the Conditions. I am authorised on behalf of the Grant Recipient to accept this offer on the terms set out in this Grant Offer Letter and the Conditions.

Signature:

Name:

Position:

Date: