**Northumbria Graduate Internships**

**Company Registration and Application Form**

**Introduction**

The Northumbria Graduate Internship Scheme is managed by Northumbria University’s Graduate Futures and funded by the European Regional Development Fund (ERDF) as part of the Northumbria Enterprise and Business Support 2 project. You are therefore required to provide the information requested in this form as a condition for the consideration of support*.* This document contains the following parts:

Part 1: SME and State Aid Definition

 Part 2: Company Registration and SME Eligibility

 Part 3: Project Application / Internship Requirements

 Part 4: Data Protection Statement for SME

The information that you provide is intended for use by Northumbria University and those acting on behalf of Ministry of Housing, Communities and Local Government (MHCLG), the ERDF Managing Authority, only. This information is used to monitor sector growth within the region and it may be shared with auditors to monitor project performance. Please note that as part of this you may be contacted to confirm that you have received advice and help from this project. You may also be asked to provide evidence to support any evaluation activities including outcomes (Outputs or Results) you report as a direct result of this project (e.g. number of jobs safeguarded / jobs created). Original evidence including the following items must be retained for audit purposes until at least 31 December 2033.

* Bank statements (reflecting intern’s pay)
* Intern payslips
* Job descriptions
* Graduates Internship Scheme documentation (Application Form, Employer Agreement etc.)
* Contracts of employments (for persons in any jobs created)

Details of which organisations / auditors may ask to view these records are detailed in the attached Data Protection statement for this project (Part 4). Northumbria University and MHCLG are subject to the provision of Freedom of Information Act 2000 and any information that you provide is potentially subject to a Freedom of Information request.

Applicants must complete the form (Parts 2, 3 and 4) to be considered for funding support. If you require any support to complete the application form, please contact a member of the team at:

**NEBS2 Internships -**

E: internships@northumbria.ac.uk

**Please make sure you have signed the Declaration (Part 2) and the Data Protection Statement in (Part 4).**

**The panel will evaluate the proposal and aim to notify you of a decision within 14 days from the date of submission.**

**Part 1: SME and State Aid Definition**

**SME Definition**

For the purpose of ERDF application, an SME is defined as an enterprise which employs fewer than 250 employees at the time the support is given. The number of employees at the time of the application includes part time, seasonal and temporary staff;

And the enterprise has ***either***

* An annual balance sheet total not exceeding 43 million euros (approx. £37m), *or*
* An annual turnover not exceeding 50 million euros (approx. £43m)

***and***

* Is not more than one quarter (25%) owned by firms that do not comply with the above requirements

The last criterion may be exceeded in two cases:

* Where the owners are public investment corporations, venture capital companies or institutional investors, provided these owners do not exert any control over the SME, either individually or jointly;

***or***

* If the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not more than one quarter owned by one or more firms which do not comply with the definition of an SME.

**State Aid**

As this project involves support from European Regional Development Funds it must comply with State Aid Rules.

The European Commission encourages actions to strengthen the competitiveness of the regional economy and recognises the important part the provision of State Aid to companies can play in this respect. However, such aid is considered to distort competition between companies and pose a threat to the operation of the internal market. EC rules on State Aid limit the support that may be provided from public funding to assist projects involving the commercial sector.

However, small amounts of aid are not considered to have a potential effect on competition and are covered by the *De Minimis* Aid Exemption Regulation.

* Aid must not exceed 200,000 Euro, or Euro 100,000 in the road transport sector, per company over 3 years
* Such aid must be cumulated with other *de minimis* aid (from all other local, regional and national resources) up to the maximum indicated. Companies may be assisted many times, providing the ceiling is not breached

Under EC Regulation 1407/2013 (“de minimis” aid regulation), this project is offered under the “de minimis” aid block exemption. There is a ceiling of Euro 200,000 (approx. £170,000 as of April 2021) for all “de minimis” aid provided to any one firm during the previous two financial years and the current financial year. Any “de minimis” aid awarded to you under this project will be relevant if you wish to apply, or have applied, for any other “de minimis” aid from any source. For the purposes of the “de minimis" regulation, you must retain this form until at least 31st December 2033, and produce it on any request by the UK public authorities or the European Commission.

The project team will need to rely on information provided by your company. Your company bears the responsibility for providing complete and accurate information in relation to State Aids.

**Part 2: Company Registration and SME Eligibility**

**Your details:**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Position**  |  |
| **Email:** |  | **Tel No:** |  |

**Company details:**

|  |  |
| --- | --- |
| **Company name** |  |
| **Company number** |  |
| **Website**  |  |
| **Registered address** |  |
| **Postcode:** |  | **Tel No:** |  |
| **Trading address** **(if different from above)** |  |
| **Postcode:** |  | **Tel No:** |  |
| **Business activity** |  |
| **Date started trading DD/MM/YYYY** |  | **Date of incorporation****DD/MM/YYYY** |  |
| **VAT Number****(if applicable)** |  | **VAT Effective date** |  |
| **Unique Taxpayer Reference Number****(if applicable)** |  |
| **How many people does your company employ?*****(as Full-time Equivalents - FTE)***  | ***(Note: 1 person working full time during the full year = 1 FTE. Please calculate part-time and seasonal staff and staff who did not work a full year as percentage of FTE)*** |
| **Of the above-mentioned FTE, of these, how many are Male/Female?**Please note the following demographic categories are set by the scheme funder and are required for their specific reporting purposes.  | ***Male –*** ***Female -***  |

**SME Eligibility** (please see Part 1 for further information)

|  |
| --- |
| **What is the legal status of the business?**  |
| **Sole Trader** | [ ]  |
| **Partnership** | [ ]  |
| **Limited Company** | [ ]  |

|  |
| --- |
| **What type of company are you?** |
| 1. **Autonomous / Independent**

Definition: Shareholders (including enterprises and people) of your enterprise are totally independent or hold less than 25% (capital or voting rights) in another and/or another holds less than 25% in yours**If you have ticked this then please answer the subsequent questions based upon your own enterprise only** | [ ]  |
| 1. **Partner**

Definition: Shareholders (including enterprises and people) of your enterprise hold at least 25%, but no more than 50% in another and/or another holds at least 25%, but no more than 50%, in yours**Please name the other companies: ………………………………………………..****If you have ticked this then please answer the subsequent questions by adding a proportion of the other enterprises’ data to your own data. The proportion will reflect the % of shares or voting rights – whichever is the higher - that are held** | [ ]  |
| 1. **Linked (please name other companies)**

Definition: Shareholders (including enterprises and people) of your enterprise hold more than 50% of the shareholders’ or members’ voting rights in another and/or another holds more than 50% in yours**Please name the other companies: ………………………………………………..****If you have ticked this option please add 100% of your linked enterprise’s data to your own data** | [ ]  |
| **Total annual Turnover****(as per last accounts)**(Please ensure that this total includes any partner or linked enterprises) | £ |
| **Annual Research & Development (R&D) spend in last complete financial year** | £ |
| **How many people does your company employ including any employees within the linked companies?***(as Full-time Equivalents - FTE)*  |  |
| **Please confirm which policies you have in place:**Equal Opportunities Policy Yes [ ]  No [ ] Environmental/Sustainability Policy Yes [ ]  No [ ]   |
| **If you have ticked ‘No’ to either of the above, please explain how you adhere to these within your business.** |
| I confirm that I have read and understood the definition of a SME (as set out in Part 1) and declare that the company is a SME within the given definition.  **☐ (please tick)**   |

**STATE AID: Information about de minimis aid received in the past 3 financial years** (please see Part 1 for further information)

|  |
| --- |
| I understand that my business, and any other linked business within my corporate group, may only receive subsidised support to the value of€200,000 (circa £170,000 as of April Nov 2021) under the de minimis block exemption, from all public agencies in any 3 financial year period. |
| **I acknowledge receipt of notification from Northumbria University that it intends to grant de minimis aid to the company name stated in Part 2 of this application form. I confirm that the financial year of company name stated in Part 2 of this application form runs** **from ………………..….. DD/MM/YYYY to…………………….……. DD/MM/YYYY****I further confirm that the company name stated in Part 2 of this application form, or any other linked business within your corporate group, has received the following de minimis aid during this financial year (as stated above) and the previous two fiscal years:**  **Yes** [ ]  **No** [ ] **If YES, please provide details:** |
| **Name of provider** | **Date of payment MM/YYYY** | **Brief reason for payment / nature of assistance** | **Amount** **(£)** | **Amount****(€)** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Total** |  |  |

(Please ensure that this includes any partner or linked enterprises)

**Declaration:**

I understand that this project is supported by the European Regional Development Fund (ERDF) and declare that the details given on this form are true to the best of my knowledge. I understand that the information I provide relating to this project may be subject to audit and that any supporting records must be retained until at least 31 December 2033. I have also received and signed a copy of the Data Protection (Part 4) statement in relation to this project. I confirm that I am an authorised signatory for the above organisation.

|  |  |  |
| --- | --- | --- |
| **Signature:** |  |  |
|  |  |  |  |
| **Name:** |  | Date: |  |

**(Please ensure that you also review and sign at the bottom of Part 4)**

**Part 3: Project Application / Internship Requirements**

**The Internship** **(\* denotes information that will be included in your advert, please provide as much detail as possible to maximise the number of relevant candidate applications).**

If you need any guidance with drafting your job description, please refer to the following Job Profile tool when compiling your job description. The tool will help identify relevant skills and responsibilities relevant to your role and salary expectations. If you require any assistance or advice, please contact us.

[https://www.prospects.ac.uk/job-profiles](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.prospects.ac.uk%2Fjob-profiles&data=04%7C01%7Clee.patrickson%40northumbria.ac.uk%7C7069584bc0fc4a36066008d92cd38a3f%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C637590109329463911%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CPSklHIlpUdYBdzItFQHHBRYNR6iDZOcUJGKfhssnQM%3D&reserved=0)

Please note that this information will be used to promote the vacancy to graduates. Please provide as much detail as possible to ensure a comprehensive job advert is compiled. As an SME, it is possible that graduates may not be familiar with your brand. However, they may have heard of your clients. Brand recognition can be valuable in attracting candidates to apply for your role. If you do have clients that graduate may be more familiar with we would recommend including them in your job advert, if you are able to.

|  |  |
| --- | --- |
| **Graduate Internship Title\*** |  |
| **Company Information\*** |  |
| **Company Website\*** |  |
| **Place of employment\*** (address)(Please also indicate if the working location will be mainly Work From Home, mainly business premise / field work, or a combination / hybrid approach) |  |
| **Purpose of the role\*** |  |
| **Job Description\***(Detailed description of duties and responsibilities) |  |
| **Person Specification\*** | Essential:Desirable: |
| **Salary per annum** (must be minimum £18,000)\* |  |
| **Target start date\*****DD/MM/YYYY** |  | **NOTE:** The successful candidate must not start their new role until all project documentation has been completed, signed, and returned and a start date has been discussed with your Northumbria University contact. |
| **Target advert closing date\*** |  |
| **Length of internship\*** | Every Internship must be completed no later than 31 March 2023. Therefore, when selecting one of the following options please note the date by which the internship must start.**Graduate Internship Duration**

|  |  |  |
| --- | --- | --- |
| **8 weeks** [ ]  | **13 weeks** [ ]  | **26 weeks** [ ]  |

**Student Summer Internships Duration (June and September 2022 only – minimum salary of £18,000 pro-rata will still apply)\***

|  |  |  |
| --- | --- | --- |
| **8 weeks** [ ]  | **9 weeks** [ ]  | **10 weeks** [ ]  |
| **11 weeks** [ ]  | **12 weeks** [ ]  | **13 weeks** [ ]  |

 \*Please note that students will be returning to full time education after completion of the internship. After submission of your application, we will discuss with you the amount of funding we can provide based on the length of the internship. |
| **Accepted Degree Subjects\*** |  |
| **Any other information\*** |  |
| **What induction and developmental support will the graduate be provided with?** |
|  |
| **Is this a newly created role (i.e. this specific role has not existed previously)?** **Please select ‘No’ if the job is being created as a result of realignment of posts across the business.** |
|  **Yes** [ ]  **No** [ ]  |
| **Please indicate if you intend the graduate intern to be involved in:** * **The development stage of a product or service new to the firm**

**or*** **The development of production technologies/processes where the process contributes to the development of a product**

 **Yes** [ ]  **No** [ ]  |
| **If yes, please give more details** |
|  |
| **Please confirm the number of product and process innovations undertaken within the last three financial years:**NB Please only count a process innovation where this contributed to the development of a product |
|  |
| **How do you anticipate the role will contribute to business objectives and business improvement, for example, increased productivity, increased turnover, etc?** |
|  |

**Your recruitment and selection process**

|  |
| --- |
| **We will advertise the role on Northumbria JobsOnline. Please provide us with the name and email address of the person to receive the applications.** |
| **Do you require assistance with your recruitment and selection process including interviewing?** **Yes** [ ]  **No** [ ] **If yes, please describe how we can support you** |
| **How did you hear about the NEBS2 scheme?**  |
| **Is there any possibility of longer-term employment being offered after the internship period?** **If so, we can also add this to the advert which may attract more candidates.** **Yes** [ ]  **No** [ ]  |

**Interview Guarantee Scheme**

|  |
| --- |
| Northumbria University operates a **Guaranteed Interview Scheme**, which means that if an applicant for a vacancy has a disability and their application demonstrates that the applicant meets the minimum criteria outlined within the role description and person specification, the applicant will be guaranteed an interview for the advertised role.  We would like to encourage our internships providers to also offer an interview guarantee scheme.  Do you agree to follow the national legislation for an Interview Guarantee Scheme during the internship recruitment process, if any students and/ or graduates meet the minimum requirements for the role? |
| **Yes** [ ]  | **No** [ ]  |
| Please note that it is the employer’s responsibility to ensure that the legal definition of disability is observed correctly. We are unable to offer advice on this, but you can find official guidance from the government [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/570382/Equality_Act_2010-disability_definition.pdf).Interview Guarantee Schemes now form part of a wider government scheme called “Disability Confident.” You can find information about this scheme [here](https://www.gov.uk/government/collections/disability-confident-campaign).**Please note also that checking ‘No’ above will not stop you from applying and being offered the internship funding.** |

**Part 4: Data Protection Statement for SME**

(Please ensure that you review this page and sign at the bottom if you agree)

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT TITLE: | Northumbria Enterprise and Business Support 2 | PROJECT REFERENCE: | **25R19P03917** |

This project is part funded by the European Regional Development Fund (ERDF). The Ministry of Housing, Communities and Local Government (MHCLG) are the Managing Authority in the UK for ERDF, and as such are the data controller of all data this project collects. The MHCLG Privacy Notice covering the data use can be found here:

<https://www.gov.uk/government/publications/european-regional-development-fund-privacy-notice/european-regional-development-fund-privacy-notice>

The above means applicants (in this case Northumbria University) are required to maintain records to support and evidence all project activity.

By participating in this project, beneficiaries consent to the processing of personal data to the extent necessary for the administration of their participation on this project and the ongoing obligations required to maintain continued funding from the ERDF. The purpose of this statement is to ensure that all project staff are aware of what data will be processed for the purposes of ERDF funding, and to whom this information may be disclosed.

This project processes data, including where relevant, sensitive personal data as defined by the Act for the following purposes:

* SME/Company Registration
* SME Project Application
* SME Evaluation
* Fulfilment of Project requirements including:
	+ Compliance with ERDF regulations, without which the funding would not be provided;
	+ For analytical research;
	+ For use by Northumbria University staff to compile claims and reports relating to the project.

Participants provide their consent to the above information being accessed and retained by the Northumbria Enterprise and Business Support Team and supplied to them by yourself or by the relevant Northumbria University department. Manual copies of the information you provide will be retained in a secure environment. If the data is held on computer, security measures will be taken to protect the computer files.

The information that you provide will be retained for the length of time required for ERDF purposes. For the current 2014-2020 ERDF Programme records are to be retained until **at least** 31 December 2033. This information will be disclosed to the following third parties if requested:

1. MHCLG or any organisation appointed on behalf of MHCLG to carry out analytical research.
2. The Audit Authority, European Court of Auditors, DG Regio, and the National Audit Office. This list is not exhaustive.
3. Internal / External Auditors of the University of Northumbria at Newcastle.

Please note Northumbria University and MHCLG are subject to the provision of the Freedom of Information Act 2000 and any information that you provide may potentially be subject to a Freedom of Information request.

If, at a later date, you wish to amend any of the information you have supplied, please contact the appropriate ERDF project manager (as detailed below).

Internships Coordinator - internships@northumbria.ac.uk

Please sign and date the box below to confirm that you are happy for the information you provide in relation to this project to be retained and used for the purposes outlined above:

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
|  |  |  |  |
| Name: |  | Date: |  |

NEBS2/V1.0