

## Head Office

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Highland Opportunity

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### Local Enterprise Company Offices

Information on Highland Opportunity is available from all of the offices of the Highlands & Islands Enterprise network of Local Enterprise Companies within Highland Council Area:

- Caithness and Sutherland Enterprise, Thurso, Golspie
- HIE Inverness and East Highland, Inverness, Invergordon, Aviemore
- Lochaber Enterprise, Fort William
- HIE Skye and Wester Ross, Portree



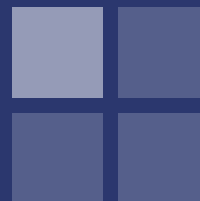
## Employment Grants Scheme

Is your current workforce overstretched?

Could an extra member of staff help ease the pressure and allow your business to develop?

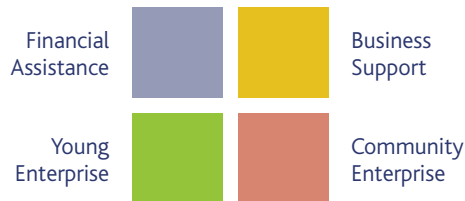
Are you concerned about the financial commitment of recruiting a further employee?

If you answer yes to any of these then the Employment Grants Scheme may be the answer for you.



# Employment Grants Scheme

## four square behind the Highlands



## What is the Employment Grants Scheme?

The Scheme offers financial incentives to firms taking on new workers. To qualify for the grant jobs must be **Additional** and **Permanent**.

## Who is eligible to apply?

- Firms in all sectors in industry in the Highland Council area
- Firms employing fewer than 250 employees (full-time and part-time)

## Which jobs are eligible?

- **Additional** posts which increase the number of employees of the firm
- **Permanent** posts - seasonal or temporary posts do not qualify
- Have basic hours between 21 and 45 hours per week
- Located within the Highland Council area
- Pay the minimum hourly wage

## Which recruits are eligible?

- Unemployed workers, or workers threatened with redundancy, aged over 16 years
- Unemployed disabled persons aged 16 years
- "Non-employed status" trainees participating on Government Training Schemes
- Residents of the Highland Council area.

## Who is excluded?

- Firms who fill the posts which are the subject of an application **before written approval** has been received
- All Public Sector organisations
- Firms who have recently reduced employment or are planning redundancies
- Company directors and partners
- Persons who have voluntarily terminated their contract of employment with a previous employer.

During the grant period, applicants must not accept any grants or other forms of assistance for the jobs being supported by the Employment Grants Scheme.

## What is the level of grant?

- 30% of gross wage paid to recruit
- 40% towards recruitment of a long-term unemployed person (>6 months)
- 50% towards recruitment of a disabled person
- Payable over 26 weeks
- Payment made retrospectively in monthly installments
- Subject to maximum eligible contribution
- A maximum of five grants in any one calendar year.