

FAQ for the West Midlands SME Grant Programme (WMGP) Apprenticeship Grants

Q) Can I apply for an apprenticeship grant if I do not have a WMGP project and I cannot create a full-time post?

Yes, if you are a Cannock Chase based business, then you can apply for an apprenticeship grant i.e., you do not have to submit a full WMGP project proposal or create any full-time jobs to qualify for an apprenticeship grant.

The apprenticeship grant is designed for those employers that don't meet the current WMGP criteria (requiring project spend and full-time job creation) but are nevertheless growing their business through the recruitment of a future generation of employees, i.e., apprentices.

Q) How do I apply for an Apprenticeship Grant?

You will need to request an WMGP Application Form via wmgp@birmingham.gov.uk and complete the relevant sections of the form. We will need some background information on the company, how the apprentice will support the growth of the business and some financial information to enable us to carry out due diligence. The appropriate sections for your completion are outlined within the [guidance notes](#) and the application form – you do not need to complete the whole application form.

Q) How do I draw down the Apprenticeship Grant?

The £2,000 grant will be paid to you in 2 stages.

A payment of £500 will be paid to each apprentice recruited after approval of your WMGP grant application and submission of evidence (i.e., payroll extract/signed job offer acceptance letter). A 2nd stage payment of £1,500 will be paid 3 months later, on receipt of further evidence of continued employment (i.e., payroll extract).

Q) Can I claim an Apprenticeship Grant if I recruited an apprentice before my application was approval?

No, you can only claim for the apprenticeship grant if you recruit an apprentice following receipt of your WMGP grant application approval.

Q) Do I need to provide match funding towards the cost of employing an apprentice?

If you are a Cannock Chase based business and you are looking for grant funding towards the cost of employing an apprentice, match is desirable but not mandatory. At the time of your application, we will need evidence that you have the funds to pay the salary of the apprentice. If awarded the grant, to evidence match, you will need to provide proof of salary for the apprentice across a 3 month period.

Q) Is there a limit to the number of apprentices that I can recruit?

Yes. Only one apprenticeship grant of £2,000 can be awarded per company. You are not allowed to claim for multiple apprenticeships.

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