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**Derbyshire Dales UK Shared Prosperity Fund – Jobs Safeguarded Form**

Within your Business Adaptation Grant application you have indicated that the investment from the UK Shared Prosperity Fund will safeguard jobs within the business.

In order to safeguard a job, the position needs to be at risk of being lost within the six months after applying for a grant. The job must be paid and a permanent position – so individuals who are in temporary positions or coming to the end of a contract are not eligible.

A sole trader and any business owners can be included in the total if the positions meet the same criteria as for staff members.

The investment from the grant needs to form part of the reason why the job can subsequently be safeguarded (for example it will increase turnover, will allow staff to be retained, will develop new services staff could be redeployed onto or prevents the businesses needing to outsource a function).

A safeguarded job must be an existing job at the time of submitting an application and not be a job that will subsequently be created after the investment. It is possible to both safeguard and create jobs through a project.

In order to include these jobs as an output within your project we need the business to provide the information set out below.

*Derbyshire Dales District Council will treat all information provided in confidence and store it securely in accordance with the Data Protection Act 2018, the General Data Protection Regulations and the Council’s Data Protection Policy. Please inform us if any commercially sensitive information should not be included.*

*By completing this form you understand and agree that the data contained within will be held by the District Council for the purpose of processing business grant applications funded by the UK Government through the UK Shared Prosperity Fund and may be shared with other departments within the Council, Government departments responsible for the UK Shared Prosperity Fund / Rural England Prosperity Fund and third party delivery partners / processors operating on our / their behalf. We may also share information with other enforcing authorities for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirements.*

**Name of Business**………………………………………………………………………………………………………………………..

**Address of Business/Postcode**……………………………………………………………………………………………………..

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**How many hours are there in a normal working week for any full time staff?**

**How many Full Time Equivalent jobs do you plan to safeguard?**

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| --- | --- | --- | --- |
| **Title of each Job at Risk** | **Reason why the job is at risk**  | **Number of hours worked** | **Reason why the grant will safeguard this specific role** |
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**Please note the number of proposed jobs safeguarded will form part of your grant agreement and monitoring should your grant application be successful.**

**Name of Person Completing the Form**……………………………………………………………………………………..

**Position in the Business**……………………………………………………………………………………………………………

**Date**…………………………………………………………………………………………………………………………………………

**Signed**………………………………………………………………………………………………………………………………………

**NB Please print and provide a wet signature on form before uploading**