



Developing world class talent

Skills Investment Fund

Call for co-investment

The Skills Investment Fund is a collective investment in the skills of the Creative Industries for the future.

Working in partnership with industry and informed by leading research, Creative Skillset directs this collective investment to create new and innovative training in priority skills and in-demand roles to ensure industry growth. We co-invest in organisations and individuals to support them to develop, deliver, or receive training. [Read more about the Skills Investment Fund.](#)

Priority training

Fashion and textiles

This call for co-investment supports the growth of the UK fashion and textiles sector by offering training providers co-investment to deliver training in priority skills or that helps people progress into in-demand roles needed by the fashion and textiles industry.

Who can apply?

Training providers or organisations with experience of delivering successful industry-led training or that can demonstrate how they will secure this expertise.

What training are we looking to support?

We invite applications from organisations to deliver intensive, practice-based training in priority skills based on a persuasive case for a new industry skills need which has been confirmed in discussion with your Partnership Manager.

Key information

Rolling deadline until December 2015 | Total fund: £108,000

You can apply for a grant at any time but your application will not be assessed until the monthly deadline has passed. **The monthly deadline is 12 noon on the first Thursday of every month.**

How to use this programme

Please read this programme alongside our [Co-investment Guide for Organisations](#). Please then call to discuss your project with the **Fashion & Textiles Partnership Managers** Jayne West and Alice Burkitt before you apply – jaynew@creativeskillset.org or aliceb@creativeskillset.org / 020 7713 9800.

What should training look like?

Training should be designed in close collaboration with industry professionals and delivered with trainers and speakers who have a good track record in providing industry training, and should not duplicate what is already available in the UK.

Activities supported may include, but are not limited to:

- Intensive training programmes
- Management and leadership programmes
- Shadowing, mentoring and 'stepping up' programmes
- Traineeships
- Professional development of employees and freelancers (please note that projects whose outcomes are solely geared to the practices and business interests of a single organisation will not be funded).

Training activities we cannot support:

- Conferences
- Apprenticeships
- Students in higher or further education.

Delivery criteria

Training should:

- Address the aims outlined in this call for co-investment;
- Recruit eligible participants – see **participant recruitment** below;
- Provide a minimum of 41 guided learning hours per participant¹;
- Be accessible for and include both freelance and employed staff;
- Embed our **delivery values** as outlined in Section 3 of the **Co-investment Guide – What to include in your application**.

Participant recruitment

This call for co-investment has been partly supported by HM Government with Employer Ownership funding. This funding is intended to assist in training people working in the Creative Industries who are resident in **England**.

- **All training participants must be residents in England** (please note that organisations applying to deliver training and the training itself can be located anywhere in the UK).

¹ Guided learning hours can include all times when an individual is present to give specific guidance towards the learning aim being studied on a programme. This includes lectures, tutorials and supervised study in open learning centres and learning workshops, for example. It also includes time spent assessing a learner's achievements. It does not include time spent in the day-to-day marking of assignments or homework where the learner is not present. Neither does it include hours where supervision or assistance is of a general nature outside the study of the learners.

- **Participants must be aged 19+** and **cannot** be in full time education.

During your training recruitment, we recommend that you refer people who reside in Scotland, Wales or Northern Ireland to [alternative sources of funding for training which can be found on our website](#).

Diversity

Creative Skillset is committed to significantly improving the diversity of the Creative Industries' workforce to better reflect the UK's diverse population. We encourage you to become aware of roles in which representation is most unbalanced.

We expect to see a clear plan for how you will ensure you recruit participants from as diverse a range of backgrounds as possible (e.g. women, those from a BAME background, people with a disability and LGBT people) including a plan for how you will target those from socially disadvantaged backgrounds, even if your project is not a positive action scheme.

A positive action scheme would be considered to be training focused on supporting access to training for specific groups for which we have evidence of under-representation in certain areas: women, people from BAME (Black, Asian and Minority Ethnic) background, or people with a disability.

Therefore your application and subsequent recruitment of participants should take into account the following targets:

Participant Diversity Target	
Female participants	50%
Black, Asian and Minority Ethnic participants	11% Please note that if your activity takes place in an area with a higher proportion of BAME people, your target should be higher e.g. in London 20%
Disabled participants	11%
Participants outside London	45%

On a case-by-case basis we may tailor these targets and add additional targets (for instance, for LGBT recruitment or socio-economic recruitment) if your application is successful. This will be part of the negotiation of your investment agreement upon a conditional co-investment offer.

Planning your application

How much should you ask for?

The amount you request should be the amount you need to deliver your project efficiently and effectively. We pay close attention to value for money over all our programmes.

- **The minimum grant we will award is £5,000.**
This means that your minimum total project budget should be £10,000.
- **The maximum you can apply for is £50,000.**

Project co-investment

We expect you to co-invest a proportion of the money you need for your project. This is your **project co-investment**.

You must co-invest a minimum of 50% of the total project budget. A minimum of 40% of the total project budget must be made up of 'cash' investment and a maximum of 10% of total project costs

Example project budget		
Creative Skillset grant	£50,000	50%
Cash project co-investment	£40,000	40%
In-kind project co-investment	£10,000	10%
Total project budget	£100,000	100%

can be 'in-kind'.

Please see Annex B for a definition of eligible cash and in-kind co-investment. Creative Skillset reserves the right to review proportions of cash required as part of its review of supported applications.

For all applications, no more than **20%** of the total project budget should be allocated to the training development (if included in the project budget).

Eligible cash and in-kind expenditure and co-investment

The Skills Investment Fund combines industry and Government co-investment; because our grants are partially provided from a public source, we are unable to include expenditure and co-investment which is ineligible for public funding.

To guide you in completing your **Project and Budget Report**, we provide a guide to eligible cash and in-kind project co-investment and budget expenditure in Annex A.

Evaluation

All projects we support need to carry out monitoring and evaluation processes. Your plans for monitoring and evaluation should be described in your application, along with estimated dates for achieving key evaluation milestones. Although evaluation is typically a reflective process, monitoring should take place throughout the life of the project, so that your findings can be reported back to Creative Skillset once all activities have been completed.

Project dates

- All training must **conclude by 29 January 2016**;
- **All final reporting must be delivered no later than 15 February 2016.**

How to apply

Please contact us to discuss your project with a **Fashion and Textiles Partnership Manager**:

Jayne West	Alice Burkitt
Partnership Manager – Fashion & Textiles	Partnership Manager – Fashion & Textiles

e: jaynew@creativeskillset.org
t: 07957 200 145

e: aliceb@creativeskillset.org
t: 07824 145 374

Have you discussed your project with your Partnership Manager?

You **must** discuss your proposal with your allocated Partnership Manager(s) **before** you apply.

[Please download and read our Co-investment Guide for Organisations](#). This guide contains essential information about using our **online application process**, providing **supporting documents** and the **delivery values** your application should include.

When you are ready, apply using the online application form accessed below:

- [Click here to start your online application](#)

When you have completed the online form you will be asked to attach the following **supporting documents**. Please attach as Microsoft Word documents except the Project and Budget Report where you should download the template provided from the link below:

- [Project and Budget Report template](#)
- Detailed course outline and schedule;
- Trainer/tutor CVs or biographies;
- Company financial information. *If you have applied to Creative Skillset in the last 12 months, please contact a fund co-ordinator as we may not require further financial information.*

Advice sessions

We will be running advice sessions throughout the application period providing application support and advice on what to include in your application. We encourage you to book a session to discuss your application paperwork and run through any project queries you may have. If you would like to book in for an advice session please contact Holly, Emma or Francesca as below.

Contact us

For more information or queries about the co-investment process, please contact:

Holly Mackavoy
Fund Co-ordinator

e: hollym@creativeskillset.org
t: 020 7713 9877

Emma Pickering
Fund Co-ordinator

e: emmapi@creativeskillset.org
t: 020 7713 9832

Francesca Howell
Fund Co-ordinator

e: francescah@creativeskillset.org
t: 020 7713 9829

Key dates

Rolling Deadline

You can apply for a grant at any time but your application will not be assessed until the **monthly deadline** has passed.

The monthly deadline is 12 noon on the first Thursday of every month.

Please note there is a high demand for our grants and rolling deadlines will close if all investment available is allocated.

We encourage you to submit your application as soon as you are ready.

Application deadline	Awards announced
2 July 2015	w/c 27 July 2015
6 August 2015	w/c 31 August 2015
3 September 2015	w/c 28 September 2015
1 October 2015	w/c 1 November 2015
5 November 2015	w/c 30 November 2015
3 December 2015	w/c 14 December 2015

Annex A: Eligible project co-investment and expenditure

When planning your project budget, you will need to take into account the following as regards eligible cash and in-kind co-investment and budget expenditure. You will be asked to supply evidence of your co-investment and expenditure if your grant is awarded.

Project co-investment
Co-investment eligible as 'cash' – can be included in your co-investment
<ul style="list-style-type: none">• Direct cash co-investment from the applicant and/or partner organisations. This cash must not be accounted for in any other activity;• Course fees paid by individuals.
Co-investment eligible as 'in-kind' – can be included in your co-investment
<ul style="list-style-type: none">• Research or professional activity (e.g. mentoring, consultancy) – evidence of hourly rate should be provided by the person donating time;• Donation of goods/services: actual evidence of third parties donating goods or proof of value should be provided;• Meeting space.
Labour costs may be eligible as cash or in-kind co-investment dependent on the public source of the co-investment you receive from us.
Please discuss how to include labour costs in your budget with your Partnership Manager.
<ul style="list-style-type: none">• Evidence of hourly rate should be provided by the organisation/individual donating time. This can include time spent by staff who are already on the payroll working on the project and therefore not on any work that is income generating or commercially valuable. Please note that participants should receive at least minimum wage for the time they are training.
Not eligible as co-investment
<ul style="list-style-type: none">• Sources that equate to public funding. For example if you or any of your partners are in receipt of National Lottery funding, this cannot be used as co-investment.• Certain types of 'in-kind' investment are not eligible: wages for apprenticeships and trainees, attendance at short one-off meetings, volunteer time, or discounted sale of equipment.

Project expenditure	
Eligible – can be included in your project budget	
<ul style="list-style-type: none"> • Personnel costs, such as trainee personnel costs subject to compliance with State Aid and speakers (e.g. industry experts to lead courses); • Training workshops, including accredited training courses that address skills shortages; • Industry mentoring programmes, including grants for management and leadership courses up to £1,000. 	
Not eligible as a project budget cost	
<ul style="list-style-type: none"> • Retrospective investment and costs made prior to the contract/project start date; • Company-specific learning aims such as induction processes or the development of skills that offer no wider benefit other than those created for the specific employer; or training specific to the employees of one company, that does not address industry-wide priorities; • Activity which has been funded in the past and would otherwise continue to be funded; activity that is being fully funded from other sources, or activity that includes other sources of public funding; • Personnel costs including staff benefits (e.g. pension, holiday and sick pay, overtime and bonus payments) and staff overheads; • Financial expenditure unrelated to the project including investment to build up a profit or surplus, make loan repayments or interest on debts; investment in tangible fixed assets e.g. property and equipment over £1,000 (this is not eligible for public funding but can be considered as part of the employer contribution); recoverable VAT; inflation; • Contingencies; • Payments for gifts and donations; • Peripheral costs including entertainment and hospitality costs, advertising and marketing costs or activities, membership of professional bodies, project audit or legal costs, accommodation costs (except for the minimum necessary accommodation costs for trainees who are workers with disabilities); hire purchase interest and any associated service charges; evaluation of training activity (organisations are required to pay for their own internal evaluation and external audit of project training); • Higher education activities (e.g. degree courses, diplomas, higher national diplomas, certificates in education etc); • Profit earned by a subsidiary or an associate undertaking work sub-contracted out under your project; • Value of existing assets such as Inward Processing Relief (IPR), data, software programmes and other exploitable assets that any of the collaborators contribute towards your project. 	

Please note if you include costs outside those outlined above they will not be taken into consideration for inclusion in your grant, as such items do not qualify for Government match-funding.