

Guidance Document for Better Business Skills Grant

This document is designed to assist you with completing an application for a Better Business Skills Grant. It provides a complete list of the questions as they appear on the Grant Portal, along with the requirements for each. It is essential that you review this information thoroughly. If your application does not address all the requirements for each question, it may not be successful.

Please note that the application portal only accepts plain-text responses. If you are preparing your answers in advance (which is a great idea), please avoid using tables, bullet points, or bold formatting.

This guidance document does not include instructions on how to create a Company Profile. If your business has never applied for a Better Business Grant, you will need to set up a Company Profile before you can submit a grant application. This [link](#) contains all the questions required for setting up the Company Profile, allowing you to gather all the necessary information required to fill it out. Your business can only create one Company Profile, which will be used to manage all your Better Business Grants.

Please Note: If you already have a Company Profile from 2025, you do not need to create a new one in 2026. On revisiting the portal, you will be prompted to verify your Company Profile information before making a new application in 2026.

Skills Grant Application form questions and guidance

Question	Guidance
Project name Name your grant application project	Enter the name of your project
Project description Provide a detailed description of why this skills development is a priority for your business. Your answer must cover each of the areas listed in the Application Guidance. If these areas are missing or only partially covered, your application may not meet the assessment criteria and could be rejected. If you haven't already reviewed the guidance, you can find it in the HELP section of this application portal.	<p>Provide a detailed description of your project, this must include the following</p> <p>The project's goal/objective, e.g., "The project aims to develop employees' skills in data analysis and interpretation." Or "We are aiming to future proof our business by upskilling our team to meet changes in consumer demands and legislative changes in the heating sector."</p> <p>Data to show the project's importance, e.g., "Currently, only 30% of our employees are proficient in data analysis, and we expect the training programme to increase this to 70%." Please provide a detailed breakdown (step by step) of how your figures are calculated. Showing the methodology of calculating the figures is as important as the result. This will help us accurately assess your application and maintain consistency in our marking process.</p> <p>Highlight the benefits, e.g., "The project will lead to a more skilled workforce capable of making data-driven decisions, which will improve overall business performance."</p> <p>We recommend writing approximately 250 words for this question, maximum word count is 500.</p>

<p>What skills area will this training develop?</p> <p><i>Please select all that apply from the below categories</i></p>	<p>This question provides a list of skills areas to select from. (listed below)</p> <p>Select one or more of the benefits that you expect to see because of the training you have identified. If you select "other" ensure that you explain the skills that will be developed.</p> <p>Business skills</p> <ol style="list-style-type: none"> 1. Improve operational efficiency: Improve business process, workflows, and project management. 2. Boost competitiveness: Develop skills that enable businesses to stay ahead in their industry. 3. Foster innovation: Encourage creative thinking and problem - solving to drive new ideas and products. 4. Sustainability: Implement processes, create new revenue streams, or leverage technology to enhance and report on business sustainability 5. Other <p>Digital skills</p> <ol style="list-style-type: none"> 1. Embrace technology: Equip businesses with the tools and knowledge to leverage digital solutions effectively. 2. Enhance customer experience: Improve online interactions and service delivery. 3. Expand market reach: Utilise digital channels to reach new customers and markets. 4. Other <p>Leadership skills</p> <ol style="list-style-type: none"> 1. Develop effective leaders: Cultivate strong leadership qualities that inspire and motivate teams. 2. Improve decision-making: Enhance critical thinking and problem-solving abilities. 3. Foster a positive work culture: Create a supportive and inclusive environment that encourages employee engagement and satisfaction. 4. Other <p>People skills</p> <ol style="list-style-type: none"> 1. People: Develop skills related to human resources, team management, and employee development. 2. Diversity and Inclusion: Develop systems and utilize technology to support and capture D&I reporting and initiatives 3. Other <p>Technical skills</p> <ol style="list-style-type: none"> 1. In-house skills: Develop internal skills to eliminate the need for outsourcing or consulting services. 2. Targeted development: Train individuals to perform specific tasks and services that are in core profit-making areas of the business, increasing profitability per employee hour. 3. Enhance skills banding: Develop targeted skills that allow employees to be billed to clients at a higher hourly rate, thereby increasing business productivity 4. Other
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<p>How will these skills benefit your company?</p> <p><i>Outline here the expected impact on business outcomes and how you will measure them. For example, will you expect to see an increase in sales or profit, a reduction in costs, an improvement in employee engagement etc. It is essential to include this information as applications without this will not be successful.</i></p> <p><i>We recommend you write approximately 250 words for this question</i></p>	<p>Your answer must include the following:</p> <p>How the skills will benefit the company: This includes detailing the expected impact such as increased sales, reduced costs, improved employee engagement, or retention. Or increases in efficiency through hours saved.</p> <p>Your plan to measure the impact of this skills development on your business. Ideally including metrics and numbers, i.e., we expect a sales increase of £ or an improvement to our employee engagement rate of %. This is important as, if your application is successful, you will be required to report on how well the planned skills development met its expectations.</p> <p>Your answer can also include other benefits of this skills development, for example retaining competitiveness or best practice that may be harder to quantify.</p> <p>We recommend writing approximately 250 words for this question, maximum word count is 500</p>
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Course(s)

This section appears on the portal as a table, to input your course/training click “add” this will open an input box which will allow you to add your course(s) Note do not add a £ key when entering costs.

Question	Guidance
<p>What course/training are you undertaking as part of this project?</p> <p><i>List here all of the courses or training you are applying for and their details. Include the full course/training cost and the name of the provider. You can include any additional costs for certification or exams for the named courses/training.</i></p> <p><u><i>Please note: These items are not eligible for funding, please do not include them in your application: - Travel and accommodation costs for employees traveling to attend courses/training. - Exam retakes or exam fees if the training started before this application. Courses that have already been paid for or have already been attended.</i></u></p>	<p>Course/training name: Enter the official name of the course or training programme.</p> <p>Provider: Add the name of the organisation or institution that is offering the course or training. This might be a university, a professional training company, or an online platform.</p> <p>Certification: Indicate whether the course or training provides a certification upon completion. It does not need to have certification to be an eligible course.</p> <p>Start date: Enter the date when the course or training begins. The start date must be at least 2 months from the date the application is submitted, we cannot accept applications for courses that start within two months.</p> <p>End date: Enter the date when the course or training ends.</p> <p>Number of employees: Input the number of employees who will be attending the course or training.</p> <p>Total cost: Provide the total cost of the course or training for all employees. This should not include costs for staff time, travel and accommodation or VAT as these are not eligible costs.</p>

Cost(s)

Question	Guidance
<p>Calculated cost <i>This is the total cost of the courses/training you have declared.</i></p> <p>Cost(s) confirmed <i>Please confirm the calculated cost (calculated from the table on the previous page) by re-entering them here. If incorrect review all course/training costs on the previous page.</i></p>	<p>This stage is purely to check that the total cost input in the course(s) section of this application is correct.</p> <p>You will see a total cost calculated from the previous page. Simply re-enter this if it is correct, if it is not, revisit the pervious page to review all the course/training costs you have entered.</p>

Question	Guidance
<p>Enter the % of your total cost(s) that will be spent on island</p>	<p>This question is for the purpose of data collection only and will not affect the outcome of your grant application</p>

Quotes for course(s)training costs

This section appears on the portal as a table, to input your quotes, click “add” this will open an input box which will allow you to add your quotes to each course/training item you have listed.

Question	Guidance
<p>To ensure your project budget is accurate and transparent, please provide supporting quotes for all items listed in your courses table.</p> <p><i>Ideally, every item listed in your courses table should have a quote; however, applications can still be accepted if some small expenses are missing supporting quotes.</i></p> <p><i>Uploads should clearly show the supplier for each quoted item. Please ensure that the documentation aligns with the corresponding entries in your courses table.</i></p>	<p>This question is formatted as a pre-populated table, created from the course/training information you listed in the last step of the application.</p> <p>Each line has space for three quotes, but you only need to provide one quote per item make sure it matches the cost you have entered. If you need to add additional quotes for an item’s cost, then please do so.</p> <p>You can upload, emails, PDF’s, invoices, or screen shots in this section. The quote must match the costs that you have already provided. If your quote includes VAT, we will deduct it, so it matches your stated cost line.</p>

Risk Assessment (only major grant applications, over £5.000)

This section appears on the portal as a table, to input your Risks click “add” this will open an input box which will allow you to add your answers.

Question	Guidance
<p>Risk assessment Tell us about the risk assessment you have performed for this project. <i>To ensure the success of your project, it's important to identify and manage potential risks. Use this form to document a minimum of your top 3 risks, their mitigation strategies, and assess their likelihood and impact.</i></p> <p>Risk</p> <p>Mitigation</p> <p>Likelihood</p> <p>Impact</p>	<p>To help your project succeed, it is important that you identify and manage potential risks. In this section list at least three risks, outline how to mitigate each and rate their likelihood of happening and if they did what impact that would have. You must add at least three risks to the table.</p> <p>If you have not conducted a risk assessment before, here is some guidance:</p> <p>A risk is – Anything that might go wrong and impact your plans. Common risks to a project could be tech not being utilised by your team, financial loss, delivery delays, safety concerns, or rising costs.</p> <p>A risk mitigation is – Any sensible steps you could put in place to reduce the risks your project could face. Examples could be purchasing insurance, creating training schedules or logs, and supplier quotes.</p> <p>We would also expect you to consider risks to the expected outcomes of this skills development, for example you may have completed the skills development, but customer demand does not increase as expected.</p> <p>You will be asked to rate the likelihood and impacts, from a choice of Low, Medium, and High.</p>

Financials

Question	Guidance
<p>Annual turnover</p> <p><i>Annual turnover is defined as: Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods and services (including progress payments on work in progress)</i></p>	<p>Please input your annual turnover for your company for the last full year of trading. If you have been operating for less than a year, you should input your turnover to date.</p>
<p><i>Financial year end date</i></p>	<p>This question only applies to Major Grant applications (applications over £5,000).</p> <p>Please input your financial year end date. This information can be found in your previous annual accounts.</p>
<p>Accounts</p> <p><i>To complete your application, you must upload two years of full annual accounts and your most</i></p>	<p>This question only applies to Major Grant applications (applications over £5,000).</p> <p>In this section, you must submit your business's two most recent sets of annual accounts, along with the latest set of management accounts.</p>

<p><i>recent management accounts. If these documents are not included, the application will not be processed. For additional details, please refer to the full application guidance in the Grants Portal Help section.</i></p> <p>Year 1</p> <p>Year 2</p> <p><i>Management accounts</i> <i>Upload your current year-to-date management accounts, which must include at least a Profit and Loss statement and a Balance Sheet covering the period from your last annual accounts to as recent as possible</i></p>	<p>Applications will not be approved unless these accounts have been uploaded.</p> <p>Management Accounts are different from year-end accounts. For the management accounts, please provide details covering the time period from your last complete set of annual accounts, up to the date you apply for the grant.</p> <p>Management Accounts may vary in format, as they are an internal document used to track monthly profit, loss, and cash flow. In some cases, a business will need to attach more than one document to the management account section to meet the criteria. Your management accounts must include your revenue, costs, and cash at bank, balance, covering the period from your last annual accounts up to the grant application.</p> <p>Please upload up-to-date company documents to provide this information. A summary document with only three lines of data will not be accepted.</p> <p>We review these accounts to confirm that your business is financially stable, profitable, and capable of funding its share of the project without undue risk.</p> <p>Applications presenting accounts that show an elevated risk of financial difficulty, or situations where funding 50% of the grant project could threaten business stability, may be rejected.</p>
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Conflict of interest

Question	Guidance
<p>Conflict of interest</p> <p><i>If you or your business has any personal or direct business connection with the Jersey Business team or Board you must disclose the details here.</i></p> <p><i>Please also give details of any personal connections you may have with suppliers that will be used in the course of your project.</i></p>	<p>If you disclose any connections, it should not affect your application. Any named Jersey Business individual's will not be involved in processing your grant application</p>

Confirm self-declarations

Question	Guidance
<p>Do you confirm all of the following about you and your business:</p> <ul style="list-style-type: none"> - None of the directors have been convicted of fraud, bribery, or any other crimes that would prevent them from being directors according to Jersey law. - You consent to Jersey Business, Government of Jersey, and Revenue Jersey sharing data for verifying business data confirming eligibility for Grant funding, and in the event of instigating clawback or sanction action. - I have read the full terms and conditions in the HELP section of the portal that outlines the information that will be shared from my application, and I understand that by marking yes to this declaration I am agreeing to those terms - You understand the payment process. (full details in the HELP section of this portal) - You are aware this application goes through a review process before being approved. - You are aware Apprenticeship applications will also be verified by the course providers to confirm that apprentices listed in the application have completed the attendance requirements of the apprenticeship applied for. 	<p>Choose 'yes' to confirm all declarations.</p> <p>This eligibility confirmation process checks your submitted company data to confirm the business meets the eligibility criteria for grant application. If the government cannot verify your information, your application will be declined. Apprenticeship applications are also verified by the course providers to ensure listed apprentices have met attendance requirements.</p> <p>Please make sure you have read and understand the grant payment process before applying. Click here to read them.</p> <p>By confirming all the declarations, you are confirming that the company is not in significant debt, or at risk of insolvency. If you are applying for a grant over £5000, your accounts will be reviewed to establish this. Applications from companies showing signs of significant financial difficulty may be rejected.</p>

<ul style="list-style-type: none"> - The business has financial capacity to fulfil its operational obligations for a minimum of the next 12 months. - If you have any conflicts of interest with Jersey Business, it's team or Board then you have 	
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Confirmation

Question	Guidance
<p>Agree to responsibilities By submitting this application, you agree to:</p> <ul style="list-style-type: none"> - Complete a post-grant evaluation (survey) - Demonstrate the project outcomes based on your estimated project measurables (captured via the above survey) - Provide any additional information or documentation as reasonably requested - Upload all receipts and related bank statements - Sign the Grant Terms and Conditions to confirm acceptance of the requirements therein. - A small selection of successful applicants may be contacted after project completion for a more in-depth review. 	<p>Choose 'yes' if you accept all the responsibilities described above</p>

Once you are happy that you have completed your application fully, you should click submit. Once you submit, you will not be able to amend your application. If you need more time to review your application, do not click submit; your application will be saved, allowing you to come back and edit it before final submission.