

# Guidance Document for Better Business Apprenticeship Grant

This document is designed to assist you with completing an application for a Better Business Apprenticeship 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.

## Apprenticeship Grant application form question and guidance

Question	Guidance
<b><i>What apprenticeship(s) are your employees on?</i></b> <i>Please provide below the details of all employees on apprenticeships that you wish to apply for. Include their course details so that we can verify this with the relevant course provider.</i>  <i>Please note that courses that started in the previous year are ineligible for a grant</i>	This section appears on the portal as a table, to input your apprentice details click "add" this will open an input box which will allow you to add your answers.
<b><i>Course</i></b>	Select either Highlands or non-Highland's apprenticeships to enter the information.  Select the course name from the list provided.
<b><i>Level</i></b>	Select the course Level from the list provided. You must select the Level that your apprentice will commence <b>this year</b> . For example, are they starting level 3 in September 2026.

<i>Start date</i>	<p>Input the date your apprentice starts <b>this year's</b> level, for example September 2026.</p> <p>For a small number of Apprenticeship courses, the course level (typically a degree course, and courses in child development) stays the same for multiple years. If this applies for your Apprentice(s) meaning their course started before 2026, add 1<sup>st</sup> February 2026 as the course start date.</p> <p><b>If your apprentice finishes their course in 2026, call us on 610300 for advice before submitting your application</b></p>
<i>End date</i>	<p>Input the date this level ends for example July 2027</p> <p><b>If your apprentice finishes their course in 2026, call us on 610300 for advice before submitting your application</b></p>
<i>Apprentice name</i>	Input the apprentice's full name
<i>Apprentice date of birth</i>	This is required so that we can verify apprentices (as duplicate names can occur)

Confirm here the total number of apprentices you are applying for

Question	Guidance
<p><b>Number of apprentices</b></p> <p><i>Please make sure that this corresponds to the total number of apprentices you have named in the table on the previous page</i></p> <p><b>Grant amount</b></p> <p><i>Apprenticeship grants are only paid once your apprentice has completed their first term of the current years course level and we have verified this with the course provider. Please read the Apprenticeship Grant Application Guidance in the HELP section of this portal for details of payment dates.</i></p>	<p>This question is simply a double check step</p> <p>Please make sure that this number corresponds to the total number of apprentices named in the previous question.</p>

## Conflict of interest

Question	Guidance
<p><b>Conflict of interest</b>  <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. 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 individuals at Jersey Business will not be involved in processing your grant application</p>

## Confirm self-declaration

Question	Guidance
<p><b>Do you confirm all of the following about you and your business:</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 claw back or sanction action.</li> <li>- 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</li> </ul>	<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 will also be verified by the course providers to confirm that apprentices listed in the application have completed the attendance requirements of the apprenticeship.</p> <p>Before you apply, please make sure you have read the grants payment process document. Click <a href="#">here</a>.</p> <p>By confirming all the declarations, you are confirming that the company is not in significant debt, or at risk of insolvency.</p>

*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.*

*- 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, its team or Board, then you have disclosed this above.*

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.