

MTFJ Funding Agreement

GORE DISTRICT COUNCIL
1st July 2023 – 30th June 2024

Document Users: Mayor, Closing the Gaps Coordinator, Closing the Gaps Employability Coordinator, Community Strategy Manager

Employer Information

Company Name		
Contact Person		
Contact Details	Address:	
	Email:	
	Phone:	
Position		<i>Start date:</i>
Hours		
Financial Support To Receive		
	TOTAL	
Employment Contract Provided		
Invoice Provided		
GST Number		
Bank Account Number		

Employee Supported Information

Name	
Contact Email	
Contact Phone	
Date of Birth	
Licence Status	<input type="checkbox"/> Learners <input type="checkbox"/> Restricted <input type="checkbox"/> Full
Ethnicity	
Gender	<input type="checkbox"/> Prefer not to say

I confirm that the company will use the MTFJ funding for the details outlined above. The company will provide evidence (invoice / statement) for all expenditure with the exception of where a wage subsidy is received. The company will provide details as requested by Gore District Council including a copy of the Individual Employment Agreement issued for the candidate identified above.

If any changes occur in reference to the allocation of funds, the company will notify the Closing the Gaps Coordinator immediately.

I agree and understand that a Pastoral Care interview will be held within the first three months after the signing of this agreement. The Closing the Gaps Employability Coordinator will contact the employer prior to making an appointment with the employee.

You must inform us if the employee/employer terminates their employment.

The business is to provide an invoice to uplift the funding within 3 months of signing this agreement. Attached to the invoice, copies of itemised expenditure will be required as per this agreement. If this is not possible, please contact the Closing the Gaps Coordinator.

Invoices are paid on the 20th Month following the receipt of the invoice.

Additional Clauses	Tools purchased are in Employees name.
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Signed	Employer:	Date	
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I understand that the business employing me has received financial support under the Closing the Gaps scheme to support my placement.

I understand that I can contact a Closing the Gaps representative should I need support.

I understand that a Closing the Gaps representative will contact me to arrange an appointment for a Pastoral Care interview within 3 months of the start of my employment.

Signed	Employee:	Date	
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Closing the Gaps Coordinator		Date	
Community Strategy Manager		Date	