

## **Affinity Sutton Re: Work - Resident grants programme**

### **Application Form and Guidelines**

#### **About the programme**

Affinity Sutton is committed to supporting residents to access training, employment and further opportunities.

These guidelines are for the Re:Work initiative. The programme supports unemployed residents with one-off grants to break down barriers which prevent access to vocational work placement opportunities or paid employment.

The programme is managed by The London Community Foundation, a grantmaking Foundation that supports community activity. The Foundation will receive applications to the programme, contact applicants for further information if required, manage payments to successful applicants and monitor the impact of the grants awarded.

#### **What can grants be used for?**

Re: work grants are paid to support unemployed people to better access either work placements or paid employment that has already been secured. This could include funding towards:

- Specialist work wear, uniforms or formal work wear required for the role only. Ordinary clothing required for work, for example clothing for childcare or nannying roles is not eligible.
- Travel costs. Petrol costs will be paid at a rate of 25p per mile and for a maximum of four weeks.
- Child care costs for a maximum of four weeks.
- Specialist equipment required for the role.
- DBS Checks – some roles such as Care Workers are required to have a satisfactory DBS check before starting work. We will require written confirmation from the employer that they do not reimburse staff for the cost of the check once they have started work.

Grants will not be paid for food or subsistence costs relating to work or work placements.

Grants of up to a maximum of £150 are available for Affinity Sutton residents and up to £50 for non Affinity Sutton residents who are being supported by the Affinity Sutton Ready2Work team.

#### **Who can apply for a grant?**

Re: work grants will be considered where applicants have either:

- Secured a new vocational work placement for a minimum of 20 hours.
- Secured new paid employment which is at least eight hours per week and is expected to last a minimum of 13 weeks.
- Secured a zero hours contract for employment.

**All applicants must submit written confirmation that employment or the work placement has been secured when sending in the completed application form. This must either be a letter on headed paper, or an email from the placement host or employer.**

**To be eligible to apply you must fulfil all of the following criteria:**

- (i) Be a current Affinity Sutton resident, or be receiving tenancy support from Affinity Sutton Supported Housing or be a non-Affinity Sutton resident receiving support from the Ready2Work team.
- (ii) Have already secured either a work placement, a zero hours contract or paid employment as per the conditions above.
- (iii) Have been unemployed before starting the role or work placement.

**We are able to consider applications submitted within six months of you starting your role or placement. However, please note, we are unable to cover spending that has already taken place. If you are successful with a grant, all spending must take place after you have received the grant offer.**

**Please note**

If you are a resident who is taking up a placement, apprenticeship or permanent post with the Affinity Sutton Group you may apply for Re:Work grant **but only prior to starting work** for apprenticeships and permanent posts. The within six months rule does not apply to these posts or placements.

You are not eligible for a Re:Work grant if you are currently an employee of Affinity Sutton Group.

**How do I apply?**

To apply for a grant, please click the link below to access the online form.

[Re:work application form](#)

Applications should be received by **12 noon on the Monday** of each week to be considered that week, and applicants will hear the outcome of their application the following Monday.

Please note, the last date to submit an application in 2015 is **Monday 14<sup>th</sup> December**.

## **How to complete the online form**

1. Please read the 3 questions and tick the boxes to confirm that you are eligible to apply for a Re:Work grant.
2. Please tick the box to confirm that you have read and agree to the criteria of the fund.
3. Please enter your email address and click proceed.

You will shortly get an email containing the link to your form, do check your spam/junk email folder in case it ends up there.

If the email doesn't arrive please contact Merlyn Taylor on 0207 7582 5117 or email [affinitysuttonfund@londoncf.org.uk](mailto:affinitysuttonfund@londoncf.org.uk)

Click on the link in the email to open up the form.

You can also use this link to resume the application process at any time up until the point that the application is submitted. **Please note the following:**

- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- As you enter your information on the online form, remember to save your progress periodically by clicking on 'save application' on the right hand side or the 'save as draft' button at the bottom of the form, to prevent you from losing your work in case of internet issues.
- You will see that some questions or boxes we ask you to fill in contain the same information. The questions are used by different parts of our system to set up your application and communication details and for our reporting processes back to Affinity Sutton.

## **Section 1 – About you**

- Your name – please enter your name in the form 'Mr John Smith'. We use this to set up your grant application.
- Main Contact Person – these are the details the system uses to help us send you information and correspondence.
- Please enter the details of your Employment Support Officer. If you do not have one you will not be able to proceed with your Re:Work application. You should contact Guideline

Telephone: 0300 100 0303

Email: [guideline@affinitysutton.com](mailto:guideline@affinitysutton.com)

The next section asks about the type of work you will be doing.

- Is it a work placement, paid employment of more than 8 hours a week or a zero hours contract? Please answer yes or no to each question.
- If you were unemployed prior to starting your new job or work placement – tell us for how long. For example 12 month, 6 months 2 years.

- If you have received any previous employment support or a grant from Affinity Sutton please tell us about it. If you have received a Re:Train or other Ready2work grant please tell us. Please answer Yes or No.
- Tell us which Affinity Sutton Region you live in – South West, South, London, East or North. If you're not sure ask your Employment Support Officer.
- For our monitoring purposes please enter your post code again here.

Section 2 – Your role

- Please tell us about your new job or work placement and the company you will be working for.
- Project/funding start date – tell us when you will be starting work or work placement
- Project/funding end date – tell us when your work placement or short term contract ends. Please leave blank if your job is a permanent one.
- Please tell us about any barriers that will prevent you from starting or continuing your placement or job and how the grant will help remove these barriers. For example, you may need help with travel costs as you are not being paid until the end of the month.
- Please provide your bank details, so that if you are successful in being awarded a grant, we will transfer the funds directly to your account. In exceptional circumstances, if you do not have your own bank account, we can pay the grant into a relative or partner's account. The account holder must send us written permission before we can pay the grant into their account. This can be uploaded in the last section of the form.

Section 3 – For monitoring purposes

We collect the information here for our reporting purposes. This information is not used when assessing your grant application.

Section 4 – How do you intend to use the grant if successful?

- How much are you asking for in total?  
The maximum amount you can apply for is £150.00

In each of the following boxes you need to tell us the exact costs of each item, not estimates.  
**You will need to keep your receipts for the items you buy and submit them to us.**

Please leave the total amount box empty – see the example below

Requested amount	72.00
Total cost	

Breakdown

Monthly bus ticket TFGM
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Requested amount	40.00
Total cost	

Breakdown

Shoes M & S
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## Supporting documents

You will need to upload:

1. Written confirmation of your placement or employment.  
*Please note – Evidence **must** be directly from the employer or placement host and provided either on headed paper or from an employer's e-mail address. (Grants will not be considered where no evidence is provided).*
2. Written permission from the account holder if we need to pay the grant into a relatives bank account

You can upload word documents, copies of emails or you can take a picture of the letter and upload that.

To upload documents – click the link in form [Add document](#) or click on the 'attachments' button at the bottom of the form to upload your supporting documents.

This will take you to the attachments section. Tap on the box (You must upload a copy of the confirmation of your employment or work placement) this will open the upload screen. Tell us what the document is, for example letter from employer. Click choose file and browse to the document or take a photo of it (you will need to take a photo if using a tablet or phone). Then click the upload button.

You then need to read and tick the boxes in the declaration and enter your name.

Once the form is completed please ensure that you click save as draft, wait for the system to say it's been saved and then click on the 'submit' button at the bottom of the page to send the application through to us.

Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled in you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

### **For help or advice with your application, please contact us as follows:**

- a) If you would like help or advice on completing the application form or have any queries regarding the programme, please contact The London Community Foundation on:

Telephone: 020 7582 5117

Email: [affinitysuttonfund@londoncf.org.uk](mailto:affinitysuttonfund@londoncf.org.uk)

- b) If you would like to access employment support and advice, please contact Affinity Sutton's Guideline team on:

Telephone: 0300 100 0303

Email: [guideline@affinitysutton.com](mailto:guideline@affinitysutton.com)

### **What happens after I have applied?**

Your application will be considered by The London Community Foundation, and we may contact you if we need to gather any more information. You will hear whether your application has been successful within one week of the Monday deadline, and if your application is successful we will then pay your grant directly to your account using the bank details provided on the application form. Please note, payment will be made within five days of grants being approved – the speed at which the money is transferred to your account depends on the speed of the banks, and it may take up to four working days for funding to show in your account after we have made the payment.

Please make sure you keep a copy of your application and guidelines for reference. These guidelines contain all of the details about the application process and when you will hear the result of your application.

### **Monitoring and Evaluating the Grant**

Monitoring and evaluating our grants enables us to better understand the impact of the grant and to identify ways to improve Affinity Sutton's future plans and services.

**If you are successful, you will need to submit a short online feedback report on how the grant has helped, and upload copies of all invoices and receipts relating to the grant expenditure. You will need to provide this within 30 days of receiving your grant. We will send you a link to this form in due course.**

We'd also like to encourage other residents to take up the Re: work grants on offer. We will ask you if you are happy for your story to be featured in Affinity Sutton publications when returning your form. Please note, there is no requirement for your story to be featured.