



**CLARION
FUTURES**

Clarion Futures Jobs & Training Business Re:Work

Fund guidelines 2017-18



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FUTURES**

**The London
Community
Foundation**

Application guidelines

About the Fund

Clarion Futures Jobs & Training is committed to supporting residents to access training, employment and further opportunities.

These guidelines are for the Business Re:Work initiative. This programme supports unemployed residents with one-off grants to break down barriers, which prevent access to self employment opportunities.

The London Community Foundation manage the programme, they are 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.

You have been referred to this grant funding by a member of the Clarion Futures Jobs & Training Team. If you do not have a support officer please contact Guideline, who will help you register.

What can I use a grant for?

Business Re:Work grants are available to support unemployed people to gain access to self-employment having either:

- Secured a contract that requires them to be self employed
- Already started trading as self employed, e.g. as a carpenter on site
- Have been accepted onto the New Enterprise Allowance Scheme

. This could include funding towards:

- Specialist work wear, uniforms or formal work wear required for the role only.
- Equipment – specialist equipment to enable you to start your contract
- Travel costs. We can pay petrol costs at a rate of 25p per mile and for a maximum of four weeks.
- Childcare costs for a maximum of four weeks.
- Insurance costs for being self employed e.g. Public liability etc.

Grants of up to a maximum of £250 are available for Clarion residents, Affinity Sutton residents and Circle Residents.

Who can apply for a grant?

You will be considered for Business Re:Work grant where you have either:

- Secured a contract that requires you to be self employed
- Already started trading as self employed, e.g. as a carpenter on site
- Have been accepted onto the New Enterprise Allowance Scheme

All applicants must submit written confirmation that you have secured a contract, are starting as self-employed or been accepted onto the New Enterprise Allowance scheme when sending in the completed application form. This must either be a letter on headed paper, or an email from the contracting company.

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

- (i) Be a current Clarion resident, an Affinity Sutton or Circle resident, be receiving tenancy support from Clarion Supported Housing, or be a non-Clarion resident receiving support from the Clarion Futures Jobs & Training team.
- (ii) Have already secured either a contract, paid self-employment as per the conditions above.
- (iii) Have been unemployed before starting the position as self-employed.

Please note

You are not eligible for a Business Re:Work grant if you are currently an employee of Clarion Housing Group.

How do I apply?

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

[Business 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 2018 is **Monday 17th 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 Business 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 Mohima Akthar on 0207 7582 5117 or email clarionfuturesjobsandtraining@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 Business Re:Work application. You should contact Guideline

Telephone: 0300 100 0303

Email: guideline@myclarionhousing.com

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

- Is it a contract that requires you to be registered as self-employed,
- you are ready to start trading as self-employed
- you have been accepted onto the New Enterprise Allowance Scheme
- If you were unemployed prior to starting your new self employment – 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 Clarion 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, use the form AA111AA.

Section 2 – Your role

- Please tell us about your new self-employed work, for a contract the company you will be working for.
- Project/funding start date – tell us when you will be starting the contract or being self-employed
- Project/funding end date – tell us when your contract ends. Please leave blank if your contract is ongoing
- Please tell us about any barriers that will prevent you from starting or continuing your contract or business and how the grant will help remove these barriers. For example, you may need help with insurance, tools as you need them for the work you will be doing.
- 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 £250.00

In each of the following boxes, you need to tell us the exact costs of each item, not estimates, along with the name of the shop or supplier.

You will need to keep your receipts for the items you buy and submit them to us.

Requested amount	72.00
Total cost	120.00

Breakdown

Electric drill Screw Fix

Requested amount	40.00
Total cost	0.00

Breakdown

Shoes Screwfix

Supporting documents

You will need to upload:

1. Written confirmation of your self-employed contract

*Please note – Evidence **must** be directly from the company and provided either on headed paper or from the company's e-mail address. (Grants are not considered where no evidence is provided)*

Confirmation letter of registration with HM Revenue & Customs (Unique Taxpayer Reference No.)

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 self-employment) 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 you have submitted the form 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: clarionfuturesjobsandtraining@londoncf.org.uk

- b) If you would like to access employment support and advice, please contact Clarion Futures' GuideLine team on:

Telephone: 0300 100 0303

Email: guideline@myclarionhousing.com

What happens after I have applied?

The London Community Foundation will consider your application, 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. In some circumstances we will pay the supplier directly.

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 understand the impact of the grant and to identify ways to improve Clarion Futures Jobs and Training's 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 will send you a link to the online form 20 days after the grant is awarded and 1 day before the report is due.

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



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