



**CLARION
FUTURES**

Clarion Futures Jobs & Training Re:Train

Fund guidelines 2017-18



CLARION
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 Re:Train initiative. This programme enables residents to apply for a grant to help them access training courses of their choice that will help them develop new skills that will improve their chances of getting a job, keeping a job or getting a better job.

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 for successful applicants and monitor the impact of the grants awarded.

Who can apply for a grant?

Before starting this application form:

It is important that you contact your Clarion Jobs & Training Employment Support Officer (ESO). If you do not have an ESO please contact GuideLine who will register you for support. They will be able to provide you with appropriate support and guidance.

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 or be receiving tenancy support from Clarion Supported Housing.

AND

- (ii) You are either currently unemployed, at risk of redundancy or looking to change your career direction.

Please note the following conditions apply:

- If you are a resident who is currently an unpaid volunteer for Clarion Housing Group you are able to apply for a Re:Train grant.
- If you are a resident who is completing a fixed term apprenticeship with Clarion Housing Group you will only be eligible for Re:Train grant in exceptional circumstances (as you are provided with training through the apprenticeship programme).
- If you are a resident that is taking up a permanent position with Clarion Housing Group you are not able to apply for a Re:Train grant.
- If you are currently employed by Clarion Housing Group you are not able to apply for a Re:Train grant.

What can I get a grant for?

1. A grant of up to £250 towards course costs for any qualification that may be used to improve employability or lead to further opportunities within education. The grant can also be used for course related equipment, materials or childcare whilst on a course. Please note that childcare payments can only be made to registered childcare providers.
2. A grant of up to £1,000 for a course that is equivalent to a QCF Level 3 diploma in terms of qualification and credits. Credits are awarded for every 10 hours of learning. To achieve a diploma the course needs to have at least 37 credits (370 hours of learning). Courses that are not equivalent to a QCF level 3 diploma can be considered for up to £1,000 if a job offer has been made and the course is a requirement.
3. If you wish to do Security Industry Authority Training (SIA), you can apply for up to £500 for a package consisting of training course (usually £195), license* (£220) and a passport if needed (£81.25).

*Note that the license payments have recently changed. London Community Foundation (LCF) now have an account with the Security Industry Authority and all payments must go through via this account. Applicants need to make LCF aware that they have processed their application and LCF will send a request to link with the candidate. Once the link is established, LCF will proceed to make the payment.

I have already received a grant, can I re-apply?

If you have already received a grant through the programme, you can re-apply for a grant towards further training. **There is a maximum amount that you may be awarded in a financial year**, either up to the maximum of £1000 towards training that is level 3 or above and a maximum of £250 towards training for up to level 2 or equivalent. The financial year is between 1st April and the 31st March. If you have had a level 2 grant in a financial year you cannot apply for a level 3 grant in the same financial year.

In order to re-apply, you will need to have completed your first course and returned your short feedback report to The London Community Foundation on the benefit of the training you've received. Your new application will need to demonstrate progression and you will need to show how you are utilising the skills gained from your first course to develop your career and access employment opportunities.

How do I apply?

To apply for a grant, please click the link below to access the online form and submit the form by the **26th of the month**. If the 26th is on a weekend then the closing date is the Monday directly afterwards, for example for May 2018 it will be the 28th.

[Re:Train application form](#)

Please note:

The last deadline for applications in 2018 the last deadline is 26th November 2018 – **there is no deadline for applications in December 2018.**

If you are applying for course-related equipment or materials, please include quotes or links to websites with your application.

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

- a) If you would like help in 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 assistance in identifying a training course, please contact the Guideline team at Clarion Futures on:
Telephone: 0300 100 0303
Email: guideline@myclarionhousing.com

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:Train 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 Clarion Futures.

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:Train application. You should contact Guideline

Telephone: 0300 100 0303

Email: guideline@myclarionhousing.com

- The next questions ask you about your employment status and about any qualifications you already hold.
- If you have received any previous employment support or a grant from Clarion Futures Jobs & Training or Affinity Sutton please tell us about it. If you have had a Re:Train or previous Clarion Futures Jobs & Training or 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 AA11 1AA

Section 2 – Your course

Please tell us about the course you would like to take or if you are applying for the SIA package or license.

- Please tell us the name and address of the college or training provider.
- Please tell us what the level of the course is you are applying to do. Is it
 - Not-accredited
 - Below NVQ Level 1
 - NVQ level 1 or equivalent
 - NVQ level 2 or equivalent
 - NVQ level 3 or equivalent
 - NVQ level 4 or equivalent
 - NVQ level 5 or above
 - Other type of qualification
- Project/funding start date – tell us when your course will be starting.
- Project/funding end date – tell us when your course will finish.
Please leave these blank if you are applying for an SIA license for example
- Please tell us why you would like to attend or go on this course?
Please include details on how you think the course will build on your existing skills, or give you new skills, and what impact this might have on your future career or employment opportunities. Please note, if you are applying for a grant of over £250, please also tell us about your commitment to the course, particularly if it requires study over a long-term period
- Please tell us how you will use your new skills to access further training, employment opportunities or develop your career path further once you have completed the course. Tell us what difference this course or qualification will make to your prospects.
- If the course is an NVQ Level 2 equivalent or below, and costs more than £250, please outline how you will meet the outstanding amount. If the course is an NVQ Level 3 equivalent or above, and costs more than £1000, please outline how you will meet the outstanding amount.
- Please provide your bank details only if you are applying for course-related equipment or materials, or if you are applying for a passport or DBS check.

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 is the course?
- You must state the exact cost of the course, not estimates.
- The cost must include VAT if applicable.

Supporting documents

You may want to upload for example information from the course provider about the level of the qualification.

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 this will open the upload screen. Tell us what the document is, for example letter from course provider. 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.

Completing the form

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?

Please keep a copy of your application form and these guidelines for reference. The guidelines contain all of the details about the application process and when you will hear the result of your application.

Your application will be considered by The London Community Foundation, and we may contact you if we need to gather any more information about your course. You will then hear whether your application has been successful **within two weeks** of the application deadline.

If you are successful, you will need to claim your grant and start your course within **three months** of receiving the grant offer, in most cases. You will need to book your course with your chosen training provider and ask them to invoice The London Community Foundation. Payments are made directly to course providers, with the exception of the following:

- If the training provider requires courses to be booked and paid online or payment by card rather than invoice, LCF will make the booking.
- Where we are paying for passports or where we are paying for course-related equipment or materials, LCF may transfer the funds directly to the resident.

You will need to complete your course within 12 months of receiving the grant offer, unless an extended period has been agreed with The London Community Foundation.

Failure to claim your grant or to inform the London Community Foundation of any changes within the three months from the date of the offer letter will mean that your offer of a grant will be cancelled.

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.

All successful candidates must complete a short feedback report on how you have benefitted from the training, **within four weeks of completing your course**, and no later than 13 months after receiving the grant offer. We will send you the link to the electronic form 7 days before it is due.

Failure to complete and return the form will mean that you cannot apply for any further Clarion Futures Jobs & Training grants.

We'd also like to encourage other residents to take up the Re:Train 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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