

Affinity Sutton Re:Train - 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:Train' initiative. The 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 programme is being 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.

Who can apply?

Before starting this application form:

It is important that you contact your Affinity Sutton 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 for a grant you must fulfil the following criteria:

- (i) You are either a current Affinity Sutton resident or you are receiving tenancy support from Affinity Sutton 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 Affinity Sutton Group you are able to apply for a Re:Train grant.
- If you are a resident who is completing a fixed term apprenticeship with Affinity Sutton 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 Affinity Sutton Group you are not able to apply for a Re:Train grant.

- If you are currently employed by Affinity Sutton Group you are not able to apply for a Re:Train grant.

What can I get a grant for?

You can apply for one of the following:

1. A grant of up to £250, to cover course fees up to NVQ Level 2 or equivalent qualification, for course related equipment, materials or childcare whilst at 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 which is NVQ Level 3 or above, or an equivalent qualification.
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), licence (£220) and a passport if needed (£81.25).

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. In one financial year you are able to receive a 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.

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 February it will be the 27th.

[Re:Train application form](#)

Please note, the last deadline for applications in 2016 is 26th November 2016 – **there is no deadline for applications in December 2016**. Deadlines for 2017 will be released in the autumn of 2017.

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: affinitysuttonfund@londoncf.org.uk
- b) If you would like assistance in identifying a training course, please contact the GuideLine team at Affinity Sutton on:
Telephone: 0300 100 0303
Email: guideline@affinitysutton.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 receive 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

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 please you will not be able to proceed with your Re:Train application. You should contact Guideline

Telephone: 0300 100 0303

Email: guideline@affinitysutton.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 Affinity Sutton please tell us about it. If you have had 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 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 you and 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've 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, CRB check or SIA licence.

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 much is the course?

- 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 the college. 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 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:

- c) 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

- d) 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

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 will then be made directly to course providers, with the exception of the following:

- If the training provider requires courses to be booked and paid for online or payment by card rather than invoice, LCF will make the booking.
- Where we are paying for SIA licences and passports or where we are paying for course-related equipment or materials, LCF will 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 better understand the impact of the grant and to identify ways to improve Affinity Sutton's future plans and services.

All successful candidates are expected to provide 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. The form will be provided when a grant has been awarded and should be returned to The London Community Foundation. **Failure to complete and return the form will mean that you cannot apply for any further Affinity Sutton Ready2Work 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 Affinity Sutton publications when returning your form. Please note, there is no requirement for your story to be featured.