

Surrey Supported Employment Fund Guidance Notes

AIMS

The Community Foundation for Surrey is an independent charitable trust, established to raise the level of giving to improve the lives of people across Surrey. Grants are allocated from a growing number of funds established by individuals, families, trusts, companies and government to help meet local needs.

Surrey Supported Employment was established in October 2001, becoming a Limited Company in March 2003. It ceased its operations in 2012 when changes in the operating environment meant that its previous services were no longer appropriate.

The Surrey Supported Employment Fund was established in April 2012 as a legacy of the work of Surrey Supported Employment. The Fund aims to support people with disabilities or mental ill health to overcome the barriers to work, contributing towards the social and economic wellbeing of our area.

WHO CAN APPLY?

Individuals who:

- have a physical, sensory, cognitive and/or learning disability, or with mental ill health;* **and**
- are wanting to gain or sustain work; **and**
- are living and actively seeking work in Surrey.**

* Grants may also be awarded to individuals who are carers for disabled people falling into the above categories and can demonstrate that the award would have the effect of supporting the disabled person's work aspirations. All applications from carers should be supported by Action for Carers Surrey, Learning and Work Service. Please contact them on 01483 565874.

**Grants can also support individuals living and/or seeking work in other areas of South-East England if they are working with an organisation which was a member of Surrey Supported Employment in 2011 and 2012 (Please see the attached list).

SIZE OF GRANTS

Grants from the Surrey Supported Employment Fund will largely be between **£10 - £200**. In exceptional circumstances, the Fund may consider larger awards of up to £1,000.

WHAT CAN BE FUNDED?

Items must be directly related to overcoming specific barriers to work. This could include:

- Accreditation and essential work-related membership fees;
- Specific work related training;
- Support while gaining experience and confidence through periods of voluntary work or while working fewer than 16 hours per week;
- Work equipment;
- Interview expenses;
- Other support (e.g. travel costs for the first few weeks of employment)

You will need to provide a clear breakdown of the costs.

WHAT CANNOT BE FUNDED?

Funding is not normally available for anything that has already been paid for, or has already taken place.

Please make sure you wait for the outcome of your application before you start an activity or book a course that incurs costs, or spend any money

Please also note that the Surrey Supported Employment Fund may not be able to support all applications fully. We therefore recommend that you also look into other funding avenues and tell us about your investigations. Please see our Checklist on Page 4.

MAKING AN APPLICATION

Complete the application form below and return to the Community Foundation for Surrey. Support and advice is available in making your application. Please contact us if you require any further information or advice in the application process or in completing the form.

WHAT HAPPENS NEXT?

Once your application form has been received, a letter acknowledging receipt of your application will be sent to you. Please contact us if you have not received acknowledgement of your application within five working days.

Your application will be assessed against the funding criteria. Where appropriate, we will contact you to obtain any further information.

Applications will then be considered by the Trustees of Community Foundation for Surrey and by the Surrey Supported Employment Fund Panel.

Please note that the timetable for completed applications and decisions is as follows:

Applications received by:

Second Friday in January
Second Friday in March
Second Friday in May
Second Friday in August
Second Friday in October

Decisions notified by:

Mid February
Mid April
Mid June
Mid September
Mid November

In-between these dates, or if you have an urgent request, we may be able to respond on a fast-track basis, however please contact us in the first instance to discuss your situation, and we can then advise you.

Once decisions have been made you will be advised in writing. If you are successful, we will send you our Conditions of Grant form, which you are asked to sign and return to us. On our receipt of your signed Conditions, we will then be pleased to forward the grant cheque.

Please note: Your grant award can be made payable to the trainer / provider of your course or activity.

MEMBERS OF SURREY SUPPORTED EMPLOYMENT IN 2011 AND 2012

Action for Carers Surrey, Learning and Work
Service
(previously known as Action for Carers and
Employment)
Guildford, Surrey

Bentley Community Support Service
Banstead, Surrey

ChoicES Employment Service
Uckfield, East Sussex

Cranfold Jobseekers Club Cranleigh, Surrey	Queen Elizabeth's Foundation Leatherhead, Surrey
Disability Initiative Services Ltd Camberley, Surrey	Richmond Fellowship Leatherhead, Surrey
EmployAbility Woking, Surrey	Surrey Chambers of Commerce Ltd Woking, Surrey
ESRA Ltd (Employment Support Retraining Agency) Redhill, Surrey	Surrey Welfare Rights Woking, Surrey
Fredericks Foundation Lightwater, Surrey	Southdown Supported Employment Lewes, East Sussex
Freemantles School Woking, Surrey	The National Centre for Young People with Epilepsy (NCYPE) Lingfield, Surrey
The Grange Bookham, Surrey	Treloar Moving On Woking College, Surrey
Headway Surrey Guildford, Surrey	UNUM Rehabilitation Services Dorking, Surrey
Oakleaf Enterprise Guildford, Surrey	Work Stress Solutions Ewell, Surrey
	White Lodge Centre Chertsey, Surrey

CHECKLIST OF OTHER FUNDING AVENUES

Our money is not limitless, so we have to make sure it is used where it is most needed. This means that we may not be able to award a grant for all the funding you are seeking. When you fill in your application form, please make sure you tell us what you have done to try to get funding elsewhere, as this will help us to decide whether to provide funding and, if so, what value our grant should be.

Here are some ideas of how you might approach this requirement:

1. Various people have useful experience and knowledge , so do ask for advice from:
 - Jobcentre Plus advisers
 - Employment provider advisers
 - Advisers in any organisation which is helping you get ready for work
2. Look on the internet:
 - Do a Google search
 - Look at www.direct.gov.uk
 - Look at <http://www.turn2us.org.uk>
 - Look at The South East Supported Employment Network (SEEN) website www.theseen.uk.net
3. Approach other funding sources to see whether they can fund your needs, in whole or in part. You should think about whether a loan for all or part of the money might work for you. There are organisations that provide loans specially designed for people who need

help to get started but expect to start earning money in the future, so they will often not require repayments until you have had a chance to get going.

Possible sources might be:

- Your own savings
- Insurance e.g. if you are disabled because of an accident
- Your family
- Jobcentre Plus
- Access to Work (see information on www.direct.gov.uk)
- Professional & Career Development Loans for training (see Skills Development Agency website <http://skillsfundingagency.bis.gov.uk/training/>)
- Up to age 25 (30 if you want to start your own business) check out what The Prince's Trust can offer http://www.princes-trust.org.uk/need_help.aspx
- If you want to start your own business at any age, check out Fredericks Foundation www.fredericksfoundation.org

Support and advice - We are here to help

**You can contact us at any time throughout the application process.
We are also happy to meet with you if this would be helpful.**

Please contact:
Katie Owen
Grants Officer, Community Foundation for Surrey
Tel: 01483 478092
Email: katie.owen@cfsurrey.org.uk

Please keep these Guidance Notes for your reference