

## GRANTS FOR INDIVIDUALS – APPLICATION GUIDANCE NOTES

### Introduction

The Walcot Foundation gives grants to Lambeth residents to support them to move from benefits or low income to financial self-sufficiency.

### Eligibility criteria:

To apply for a grant you need to:

- live in Lambeth and have done so for at least 1 year
- Be turning *at least* 19 in the academic year that you are applying for
- Come from a low-income household – you (or your parent(s)/carer(s) if you are under 25 and living with them) need to be in receipt of one of the following **Income based benefits**:
  - Universal Credit
  - Income Support
  - Income-based Job Seekers' Allowance
  - Income-related Employment and Support Allowance (Work Related Activity Group)
  - Support under Part VI of the Immigration and Asylum Act 1999
  - the Guaranteed element of State Pension Credit

### OR currently eligible for Free School Meals

**OR on very low income.** If you (or your parents/carers if you are under 25 and living with them) are working (and not on any of the above income-based benefits) please use our [on-line financial eligibility checker](#) to see if you are eligible.

### What we fund

#### a) *Students*

Our grants can help with the costs of a first degree or a first vocational (work related) qualification that has a strong likelihood of leading to work. Students can apply for a grant for one of the following:

- **A degree course**  
For students starting their degree in September/October 2019, successful applicants receive a grant of £1,500 per year (split termly) for every year of their course (up to a maximum of four years). For students who are already in Years 2, 3 or 4 of their course, successful applicants receive a single grant of £1,500 grant split termly into 3 x £500 payments. Grants can be used towards general living expenses at university (e.g. travel, accommodation fees), course related items (e.g. books, laptop, specialist equipment) and childcare.
- **A vocational/non-degree course up to NVQ level 4 or an apprenticeship:**  
Students can apply for a grant of up to £1,500 towards travel costs; books; special clothing; equipment; study/field trips, childcare and course fees.

- **A degree course at a Russell Group university:**

Each year the Foundation offers three '[Townsend Scholarships](http://www.walcotfoundation.org.uk/townsend.html)' to Lambeth-resident Black and Minority Ethnic pupils from low-income homes who gain a place at a Russell Group University. Each scholarship is worth £1,000 a term for three years (£9,000 in total). More information about this scheme and the application process is available at [www.walcotfoundation.org.uk/townsend.html](http://www.walcotfoundation.org.uk/townsend.html)

**Please note:** If you already have a first degree and/or a vocational qualification (at NVQ-4 or equivalent), you are not eligible to apply for a grant.

**b) Moving into employment**

If you've been out of work for much of the last five years and haven't gained a degree or NVQ-4 (or equivalent) vocational qualification in the last ten years, we could make a grant to help you move into employment. Grants can be made for costs associated with:

- a further education or vocational training course that has a strong likelihood of leading to work
- costs associated with gaining work experience that will strengthen your chances of getting paid work
- costs associated with making the transition from long-term unemployment to employment, such as suitable work clothes and equipment

If you are applying for a grant for the above, it is very likely that we'll refer you to the Walcot-funded careers advisor for 1:1 support and guidance to help you to transition into employment.

**What we do not fund:**

- a) Grants **are not** made to reimburse for goods or services already purchased or for debts.
- b) Grants **are not** made for the payment of council tax, rent (except for costs towards accommodation whilst studying away from home at university) or other taxes.
- c) Grants **are not** made for post-graduate studies or second degrees, personal development courses, or career changes.
- d) If you already have significant work experience with a reasonable level of responsibility (what we would classify as a 'career'), we will not fund further study even if you do not have a qualification.
- e) If you already have a first degree or a vocational qualification at NVQ-4 or equivalent, we will not fund further study. If in any doubt, please call a member of the Grants Team before completing this form.
- f) Grants **are not** made for course fees or childcare in cases where it is unclear that the applicant will be able to raise the balance of fees required to complete the entire course.
- g) Grants **are not** made for childcare applications which include a child who is too young to receive the 15 hours free childcare from the Government.
- h) Grants **are not** made for childcare costs linked to distance-learning courses (e.g. Open University).

- i) Grants **are not** made for university students' year placement in a sandwich course.
- j) Grants **are not** normally provided to students repeating a year at university. We have limited funds and so are not able to support students who are repeating a year due to failing an exam or changing course. However we can accept applications once a student successfully progresses to a new year.
- k) Grants **are not** made for costs relating to starting up your own business or for self-employment.
- l) Grants **are not** made for household goods, household furnishings or general clothing unless it is very clear that these are necessary to ensure success in an *existing programme* of education, training or employment.
- m) Grants **are not** made for study at private institutions unless it can be evidenced that the course will lead to employment and that it is not available via a statutory provider (e.g. Further Education College). If an individual is receiving government funding to attend a private institution, then a grant for course related expenses can be considered.
- n) Grants **are not** made to purchase goods and services provided by central or local government.
- o) Grants **are not** made for independent education (e.g. private school fees) or to anyone educated outside of the state sector at the time of application.
- p) Grants **are not** made to people who own their own homes (or if living with parents, where parents own their own home). Grants are focused on supporting people in long-term financial poverty – owning a home is normally a considerable financial asset.

### **Other Issues**

1. We cannot help in a crisis. Our assessment process is very thorough and it may be a few weeks before you first hear from us and often that is to request additional information. You can speed up the process by ensuring that you include everything that we ask for with your application.
2. If you are applying for help towards course-related expenses, there must be at least three months left until the end of your course from the date of your application. For example, if you applied on 1 April 2019 and your course was due to finish on 19 June 2019, then you would not be eligible to apply.
3. For a Walcot Foundation Student Grant, you need to be turning at least 19 in the 2019/20 academic year in order to apply
4. Our grants cannot replace statutory funding/funding available from the government – we generally expect university students to apply for, and take up, their full student finance entitlement to cover tuition and course fees. If you are planning to undertake a level 3 or 4 qualification and are eligible for a government Advanced Learning Loan, we cannot make a grant towards your course fees and would expect you to take up the Advanced Learning Loan. We will only consider funding tuition fees where statutory funding/loans are not available and the applicant can provide official evidence that the outstanding tuition fees can be paid by other available scholarships/bursaries.
5. All students studying full time degree courses need to show evidence that they have lived in Lambeth for at least one year before the course started.

6. For students studying via 'Distance Learning' (e.g. Open University), it is likely that we would require that you meet with the Walcot-funded Careers Adviser before considering an application. Also, we would not typically give childcare grants for Distance Learning courses.
7. There is no *entitlement* to a grant or a repeat grant. All grants are discretionary and awarded on the evidence of need presented at the time of application. A staff member may wish to interview you either in our offices or your home or by telephone.
8. If there are questions arising from the information provided that we would like explored further:
  - related to benefits, debts, immigration status, student loans/grant eligibility and the like, with your permission, we will pass your details on to the Walcot funded Advice/Support Worker based at Centre 70 advice centre in West Norwood who will contact you directly.
  - related to your field of study or employment, your future job prospects and the like, with your permission, we will pass your details on to the Walcot funded Careers Adviser based at High Trees in Tulse Hill who will contact you directly.
9. If, based on our checks at your college/university/training centre, your attendance on your current or most recent course is less than 90%, you will not be eligible for a grant until such time as you achieve 90% attendance for a reasonable period of time (normally for a full term following our check).
10. We must receive receipts for a minimum of 75% of a previous grant before any further grant can be released (e.g. if a grant was for £100, we must receive receipts for *at least* £75 worth of purchases made in accordance with the agreed grant purpose).
11. The Walcot Foundation reserves the right to withdraw any application if we do not receive prompt responses to queries or reference requests we make at any time.

# Individuals' Grant Application – Documents Required

Below is the list of documents that are needed for an application. You will be able to upload the documents at the end of the application form. Alternatively, you can send the documents (copies only – no originals) to Walcot Foundation, 127 Kennington Road, London SE11 6SF or email to [grants@walcotfoundation.org.uk](mailto:grants@walcotfoundation.org.uk). Please note that the maximum size of each file is 5MB.



## ID

Confirmation of your identity, such as a copy of your birth certificate, driving licence, passport or similar document.

*(NB: Not required if you have had a grant from us within the last three years)*

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## One year residence in Lambeth

Proof of one year's residence in Lambeth, such as a copy of a utility bill or tenancy agreement that is more than one year old. If you are not living in Lambeth but are in care to Lambeth, please provide a housing office letter or similar on official letterhead confirming that you currently have at least one year's connection to Lambeth.

*(NB: Not required if you have had a grant from us within the last three years)*

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## Immigration status

**For non-British/EU citizens:** please provide proof of Indefinite Leave, Humanitarian or Discretionary Leave to Remain in the UK. If you are an asylum seeker or have Humanitarian/ Discretionary Leave to Remain, we require proof that you are actively working on your immigration case (e.g. recent solicitor's letter about your case status).

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## Bank Statements

We need full bank statements for the last two months for all bank accounts (all current and savings accounts) you own and statements must show all transactions. If you are under 25 and living with your parent/s then we also require two months full bank statements for the head(s) of household.

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## Student Enrolment

**For students:** proof of enrolment on your course for the current academic year (or, if you have not yet enrolled, official confirmation of your acceptance on to the course or offer letter from the university).

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## Student Finance

Where applicable, a copy of your Government Student Loan/Grant award/refusal letter. Please ensure you include the 'Student Finance Breakdown' portion of your letter.

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## Childcare

For requests for support with childcare costs, a copy of either a quote or invoice from a registered child care provider with a breakdown of childcare charges. Please note that we do not make childcare applications where a child is too young to receive the 15 hours free childcare from the Government.

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