

JOB TRANSITION GRANTS – APPLICANT GUIDANCE NOTES

Introduction

1. The Walcot Foundation gives grants to Lambeth residents to support them to move from benefits or low income to financial self-sufficiency.
2. The Job Transition Grant (JTG) is a £500.00 payment to eligible individuals who get a job or apprenticeship whilst receiving help from one of our partners working as part of the 2-year BounceBack initiative. Details of the projects involved can be found [here](#).
3. The JTG is given in two equal instalments of £250, the first paid once an eligible applicant receives a suitable job offer (more than 12 hours a week) and the second after 3 months of sustained employment.
4. It is expected that JTGs will be used to help with the cost of starting and sustaining employment and spent on items such as travel costs, lunches, clothes/uniforms, childcare or development opportunities/further training.
5. The JTG Application Form can be found [here](#), alongside this you will need a support worker from one of the BounceBack programmes to support your application.

Eligibility

1. To be eligible for a Job Transition Grant, you must be:
 - A Lambeth resident
 - Unemployed or underemployed (underemployed is defined as part-time or casual work that equates to less than 12 hours a week on average)
 - Accessing support from one (or more) of the BounceBack referral partners
 - Under the age of 30 (when enrolled with a BounceBack partner)
 - Living in a verifiably low-income household. NB. See point 5 for a definition of this.
2. If you were previously self-employed, freelance or casual you must not have worked full time in the month prior to starting your new job.
3. You must have a formal job/apprenticeship offer and expect to work at least 12 hours a week for a minimum of 4 weeks (where necessary this can be averaged over 3 months). The job offer/contract must be dated within 3 months of the JTG application.
4. You may only receive a Job Transition Grant once (although this is made up of 2 separate payments of £250) over the course of the 2-year programme.
5. For the purposes of this programme a 'low-income household' is defined as one where you or your parents/carers (if living with them) are 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
 - Support under Part VI of the Immigration and Asylum Act 1999
 - the Guaranteed element of State Pension Credit
 - OR are eligible for free school meals.
6. If no one in your household is currently claiming any income-based benefits but you are still **on a very low income** please talk to your BounceBack employment project support worker for advice on how they can support your application.

Evidence required

As part of the application, you **must** supply the following documents:

1. **Personal bank statement:** A copy/screen shot that must include your name, home address, account number and sort code.
2. **Evidence of your job offer:** This could be a contract/letter/email/screenshot from an employer but should include your name, the employer's name, a start date and the number of hours you will be working. If you are going to be self-employed then suitable evidence of an offer of a contract or 'order' will need to be submitted.

Your BounceBack project support worker will also be required to complete a separate declaration form supporting your application and no grants can be processed without this being completed.

Other Information

1. We aim to assess and pay grants within 7 working days of an application, however if further clarification or evidence is required then it will take longer.
2. We may contact BounceBack referral partners and/or employers to verify information submitted as part of any application. We will ask your permission before we contact your new employer.
3. We will accept applications from individuals who are rehoused outside Lambeth but are still in the care of Lambeth Council. In this circumstance a letter from a relevant social worker or a Lambeth housing benefit letter can be submitted alongside an application as evidence of a link to Lambeth.
4. There is no entitlement to a grant or to the second instalment of the grant (even if the first instalment has been approved). All grants are discretionary and awarded on the evidence of need.
5. The second instalment of the JTG is paid following 3 months of continual employment (at 12 hours a week or more). This does not have to be with the same employer but will not be paid if there are gaps in employment over the 3-month period.
6. Evidence of 3 months continual employment should be in the form of payslips. If this is not possible a bank statements indicating regular payments from an employer will be considered.
7. The Walcot Foundation reserves the right to withdraw any application if we do not receive prompt responses to queries.
8. We do **not** require grantees to submit receipts or evidence of what they purchased with their grant.
9. All individuals who receive a JTG must also consent to be contacted by our evaluator in order to help us assess the success of the Job Transition Grant pilot.
10. As this grant is a charitable gift and is intended to support you in taking up a new job via BounceBack (e.g. travel, work clothing, childcare etc) and not for basic living costs, this will not impact any benefits claimed (e.g. Universal Credit). However, if you have any concerns or queries on this, you can contact a benefits adviser based at Centre 70, West Norwood (funded by Walcot Foundation) who can talk through any concerns you have. Contact details are: Marilyn Kehoe mkehoe@centre70.org.uk | 07832 607083.

If you have any further queries about any information contained in this guidance, please contact Walcot Foundation: Techia Braveboy techia.braveboy@walcotfoundation.org.uk | 020 7735 1925.