

JOB TRANSITION GRANTS – REFERRER 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 3-year BounceBack initiative.
3. This BounceBack programme is due to commence on 01/10/2021 and finish on 30/09/2024, final instalments of JTGs will be paid no later than 31/01/2025.
4. The JTG is broken down into 2 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.
5. It is expected that JTG's 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.
6. The JTG Referrer declaration form can be found [here](#) and the JTG applicant's form [here](#). Both must be completed for Walcot to process an application.

Eligibility

1. To be eligible for a Job Transition Grant applicants must meet the following criteria:
 - 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)
 - Receiving support from one (or more) of the BounceBack referral partners. NB. For a full list of the referral partners [please see here](#).
 - Under the age of 30 (when enrolled with a BounceBack partner project)
 - Living in a low-income household. NB. see point 4 for a definition of low income.
2. If the applicant was previously self-employed/freelance, they must not have worked full time in the month prior to starting their new job in order to be eligible.
3. They must have a formal job/apprenticeship offer and for those on a 'zero hours' contract expect to work at least 12 hours a week for a minimum of 4 weeks (where necessary this can be averaged over 4 weeks).
4. The job offer/contract must be dated within 3 months of the JTG application.
5. For the purposes of the programme a 'low-income household' is defined as one where the applicant or their parents/carers (if they are 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 the applicant and/or their parent/carer are not on any of the above benefits but still **on a very low income** please contact Walcot for further advice on eligibility and evidence required.
7. Walcot 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 Council housing benefit letter can be submitted alongside an application as evidence of a link to Lambeth.
8. Applicants can 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.

Evidence required

1. The Walcot Foundation will ask all applicants to submit evidence of eligibility alongside the application form. This will include (but is not limited to):
 - A copy/screen shot of the applicant's personal bank statement (must include name, sort code and account number and home address).
 - Evidence a job offer (this could be a contract/letter/email/screenshot from an employer) but it must include the applicants name, the employer's name, the date and the number of hours of work on offer (where necessary averaged over 4 weeks).
 - If applicants are going to be self-employed then suitable evidence of an offer of work, contract or 'order' will need to be submitted.
2. The applicant's BounceBack referral partner will be asked to complete a separate [declaration form](#) confirming that the applicant is working with them regularly, claiming benefits (or living in a low-income household) and that they believe the job offer received is accurate and genuine and will lead to employment that will last at least 4 weeks.
3. Decisions on grants will not be made by Walcot until the application form, evidence docs and declaration from the BounceBack partner have all been submitted.

Miscellaneous

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. The Walcot Foundation may contact BounceBack referral partners and/or employers to verify information submitted as part of any application.
3. 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.
4. 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.
5. Evidence of 3 months continual employment should be in the form of payslips or if this is not possible a bank statements indicating regular payments from an employer.
6. Walcot Foundation reserves the right to withdraw any application if we do not receive prompt responses to queries.
7. Walcot does **not** require grantees to submit receipts or evidence of what they purchased with their grant.
8. As this grant is a charitable gift and is intended to support the applicant 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 the applicant has any concerns, the Walcot Foundation offers access to a free financial/benefit advice service to discuss this further.

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.