

SW9 Educational and Employment Grant Guidance Notes

SW9 can award up to £300 for each claim to residents and family members living at the properties which we manage.

You can apply for grant funding to help with further education to help pay towards:

- cost of your course
- exam fees
- registration (including professional)
- equipment / books
- travel

You can also apply for grant funding to help with employability related fees towards:

- interview clothes
- professional licences to gain employment such as SIA security licence
- skilled courses such as 18th edition
- equipment for specialist / skilled jobs such as construction
- travel for interviews

It is important you complete all sections of the application form in order to be considered for the grant. Any section incomplete section will delay the process.

Please allow 15 working days (once SW9 receive your application) for a decision to be made on your application. If you require help in completing the form, please email getinvolved@sw9.org.uk

Please read the guidance notes on each section below to help you complete the form.

Your Details

The person applying should enter their details. If the applicant is not the main tenant, provide their full name and state the applicants relationship to the main

tenant e.g. spouse, son, daughter. This helps us to ensure that applicants are only awarded to SW9 residents.

Purpose of Application

Please state the reason of application e.g. course fees, purchase of books, etc. Attach any supporting evidence such as:

Course fees

- Acceptance/enrolment confirmation
- Letter from course tutor on headed paper or from an official email address
- Invoice for fees

Equipment

- Book list with prices with links to website if online
- Cost of equipment with links to website if online
- Cost of clothing with links to website if online

Childcare costs (cannot be a family member)

- Name, address, telephone and email address of childcare provider
- Proof of payment to provider
- Invoice

Travel costs

- Description of travel required if requesting travel cover – you will also need to provide proof of interview or training for which the travel is required for.

Details of the Education Provider

State the name of the training or course provider e.g. name of college, include their address and website details as well as details for a contact person including

their role e.g. course facilitator, administrator, etc. If a contact person details are not available (for online courses), please provide contact details for the institution providing the course or training.

If course is online, provide a link to the relevant webpage.

Provide details of the course/training you wish to pursue e.g. give the name of the course, the name of the qualification and how long the course is for.

Development

Please state what you wish to achieve with this grant and what are the benefits, how will it help you and what difference it will make.

Fees

State the full amount that the course/training will cost. State how much you are applying for from SW9. If the full cost of the course is higher than the amount you are applying for, clearly state how you will cover the remaining e.g. course fees are £700, you apply for £500 from SW9, how will you pay for the remaining £200 e.g. personal savings.

Grant Funding Breakdown

Provide a clear breakdown of how the awarded grant will be spent e.g.

Course fees	£280.00
Books	£20.00
TOTAL	£300.00

Please note the following:

- You can only apply for one educational and employment grant annually.
- We will not pay for course fees or equipment already incurred.
- We will not pay for courses/training already attended.
- You must be enrolled or registered on a vocational or qualification course.

- You must provide supporting evidence.
- Not all applicants are guaranteed grant approval – this will be dependent on supporting evidence provided and budget restrictions (SW9 are limited to number of grants approved per annum).
- You must be aged 16 years and over.
- You must avoid applying for educational and employment grant on short notice.

We cannot make payments direct to individual residents, though in exceptions can be made in certain circumstances. Ideally, payments will be made to suppliers (the course provider). A quote will be required of particular costs so payment can be made directly to the supplier e.g. books / equipment . Proof of cost must be provided to SW9. Remember we may have additional questions over your expenses applied for.

If your application is approved we will send a confirmation of approval together with two copies of the grant agreement. The grant agreements sets out the terms and conditions of the grant. One copy of the grant agreement must be signed and returned.

You are required to complete an evaluation form as how the grant has helped you as well as your progress on the course and where relevant afterwards.

For further information, please email getinvolved@sw9.org.uk