



Learning Choices Legacy Fund

Guidance notes

Please read this guidance fully before completing your application form

Learning Choices Northumberland Ltd was a charity active in Northumberland from 1999 until 31 March 2013. The charity worked with a wide range of individuals to help them improve levels of qualifications, gain further work related experience to assist them back into employment or progress further in their existing jobs/careers. Additionally, the organisation provided careers advice and/or financial help to purchase vital work specific equipment or clothing.

When the company closed a small amount of reserves remained unspent and this has now been passed to Northumberland CVA to administer a small grants fund to continue to support local people who have secured employment after a period of one month or more of unemployment.

The Fund is open to applications from individuals who need specific support to enable them to finalise a job offer or to set up in self-employment. It could be;-

- To fund a specific vocational training course or license
- To purchase books or equipment for a particular course of study / job progression / self-employment
- To fund a vehicle repair which would result in the individual becoming mobile again and able to take up a job offer / self-employment
- To purchase motor vehicle insurance which otherwise the individual has previously been unable to afford (due to unemployment) and become mobile again
- To purchase reasonable essential work clothing or a uniform which JCP will not fund.
- Fund a maximum of one month's travel expenses to get to work until the first wage is received

These examples are not exhaustive

Each application will be assessed on its individual merit, but priority will be given to applications where a conditional job offer has been made (eg if the individual obtains a forklift truck license the employer will make an offer of employment) or is ready to commence self-employment.

For those entering self employment, a viable business plan and cashflow is required, and this will be studied carefully to ensure sustainability.

We cannot guarantee that every application will be successful

Applications for grants will be for between £50 and £500 **maximum**.

In **exceptional circumstances** the panel may consider grants of between £500 and £1000.

It is a condition of the grant that you provide us with the following:

- A conditional offer of employment is provided in writing by the employer
- A viable business plan is submitted

All applicants will be required to complete an application form and submit it to Northumberland CVA who will review applications at the end of each calendar month. Applications should be made as soon as possible in securing employment, as we are unable to guarantee being able to look at grant applications prior to this. Applications made after employment has commenced may not be considered. The application should be fully completed by the applicant and not an advisor or agent of the applicant. Incomplete application forms may be rejected or returned to the applicant, which will delay any decision made

Applicants to the fund will be required to provide receipts for purchases, and should not commit to any expenditure until the grant is approved. Failure to do this will result in the grant being re-payable to Northumberland CVA.

Where the grant given is above £500 Northumberland CVA will ask to use you as a Case Study to report back to our donor. Recipients should be aware that you may be asked to be a case study

Please complete and return your application before 20th of each calendar month to:

Learning Choices Legacy Fund
Northumberland CVA
107 & 109 Station Road
Ashington
Northumberland
NE63 8RS