



# **Surrey Supported Employment Fund**

Supporting people with disabilities or mental ill health to overcome barriers to work.

**FUND REPORT: 2017**

# CONTENTS

<b>CHAIR'S INTRODUCTION</b>	<b>PAGE 3</b>
<b>FUND PANEL</b>	<b>PAGE 4</b>
<b>FUND OVERVIEW</b>	<b>PAGES 5-6</b>
<b>FUND ACTIVITY - GRANTS AWARDED</b>	<b>PAGES 7-16</b>
<b>END OF GRANT CASE STUDIES</b>	<b>PAGES</b>
<b>TESTIMONIALS</b>	<b>PAGES</b>
<b>LOSELEY HOUSE EVENT</b>	<b>PAGES</b>
<b>FUND STATEMENT</b>	<b>PAGES</b>

## A NOTE FROM THE CHAIR

The Surrey Supported Employment Fund, part of the Community Foundation for Surrey (CFS), helps disabled people to overcome specific barriers in their journey towards work.

Within this Annual Report you will see how the Fund has enabled people to take real steps forward in their journey into or towards work. Our End of Grant Case Studies bring this to life, demonstrating the impact of the support we provide.

Our efforts over the past few years to achieve more even coverage across Surrey have been fruitful, both in the applications now coming forward and in the grants we awarded. However, Surrey Heath, Spelthorne and Elmbridge continue to be under-represented, and so we will focus our outreach work to ensure that disabled people in these boroughs also benefit from our grants.

Although we already make many awards which help to transform people's lives, we would still like to increase our grant giving further. So, addressing imbalances across the county does not mean that we support any area less; rather, we aim to award more grants in those areas which are under-represented. We are currently seeking a volunteer to help us increase our outreach activities and achieve this aim.

If you are interested in our work, please help us to expand our grant giving by making sure those who need us know about us. The information in this Report and on the CFS website, including the criteria we apply to make grant award decisions, will help our supporters to pass on the message.

We use clear criteria and rigorous assessment to make our money work hard, with quite small grants having a big positive impact on people's lives. Our combination of funds ensures that cash is available for grant making while also achieving good investment returns. We welcome new donations to build our Endowment Funds so as to assure our target level of grant making in perpetuity.

Many people help make our work so successful. First and foremost are our applicants and grant recipients, together with the people who encourage and help them to prepare applications. The CFS team continues to be a joy to work with, providing essential systems and professional back up for our grant making and investment. Our expert panel members make grant decisions carefully and sensitively, providing helpful advice and guidance for applicants. I thank all of you for your valuable contributions.

Roshan Bailey, Chair

# FUND PANEL MEMBERS

**Roshan Bailey**

Former Director, Surrey Supported Employment  
Chair, Surrey Supported Employment Fund

**Angela Honeywood**

Former Director, Surrey Supported Employment

**Christina Earl**

Former Director, Surrey Supported Employment  
Acting Operations Director, Surrey Choices EmployAbility

**Hedley Finn**

Former Director, Surrey Supported Employment

**Peter Hampson**

Vice President, Community Foundation for Surrey

**Amanda Robinson**

Deputy CEO, Oakleaf Enterprise

**Lady Elizabeth Toulson**

Ambassador, Community Foundation for Surrey

**Anna Sartori**

Director, Surrey Coalition of Disabled People

**Sara Truman**

Deputy Chair, National Autistic Society Surrey Branch

**Yvonne Hudson-Vaughan**

Former Acting Service Manager & Carer Development Officer, Learning & Work  
Service, Action for Carers (ACS)  
Service Delivery Assistant - Victim Support (Surrey)

The panel is supported by the Community Foundation for Surrey team

# FUND OVERVIEW

Surrey Supported Employment was established in October 2001, becoming a Limited Company in March 2003. It ceased its operations in 2012 when changes in the operating environment meant that its previous services were no longer appropriate.



The Surrey Supported Employment Fund was established with the Community Foundation for Surrey in April 2012, as a legacy of the work of Surrey Supported Employment.

The Fund aims to support people with disabilities or mental ill health to overcome the barriers to work, contributing towards the social and economic wellbeing of our area. This report outlines the way in which the Fund is supporting local people across Surrey.

The Surrey Supported Employment Fund currently encapsulates the following four funds, which are managed within the Community Foundation for Surrey:

- **Surrey Supported Employment Community First Endowment Fund** – Established as an Endowment Fund in March 2013 and benefitting from the Community First Endowment Match on all new donations until April 2015. The income generated from the Endowment can be used to award grants.
- **Surrey Supported Employment Endowment Fund** – Established as an Endowment Fund in May 2016, the income generated from the Endowment can be used to award grants.
- **Surrey Supported Employment Invested Fund** – Established in June 2012. Presently only the income generated has been used to award grants.

As shown on the capital statement at the end of this document, the total held in these funds, as at 31 March 2017, was £210,855.13.

- **Surrey Supported Employment Fund**  
Received the initial donation from Surrey Supported Employment in April 2012 and also receives the income generated by the three funds above; this Fund awards grants to individuals, in line with the fund criteria outlined on the following page.

## Fund Criteria

The Surrey Supported Employment Fund was established in order to support individuals who:

- have a physical, sensory, cognitive and/or learning disability, or with mental ill health; and
- are wanting to gain or sustain work; and
- are living and actively seeking work in Surrey.

Grants can also be awarded to individuals who are carers for disabled people falling into the above categories who can demonstrate that the award would have the effect of supporting the disabled person's work aspirations.

Grants may also support individuals living and/or seeking work in other areas of South-East England if they are working with an organisation which was a member of Surrey Supported Employment in 2011 and 2012.

The level of grants from the Surrey Supported Employment Fund is largely in the region of approximately £200 - £300. In exceptional circumstances, the Fund may consider larger awards.

Items which are funded must be directly related to overcoming specific barriers to work, including:

- Accreditation and essential work-related membership fees;
- Specific work related training;
- Support while gaining experience and confidence through periods of voluntary work or while working fewer than 16 hours per week;
- Work equipment;
- Interview expenses;
- Other support (e.g. travel costs for the first few weeks of employment)

# FUND ACTIVITY

## Income received

We continue to receive healthy income from our investments. By setting our scheme up within the Community Foundation for Surrey, we have been able to benefit from expert investment management within a very large family of funds, thus achieving far greater returns than we could have done as a stand-alone fund. We are also grateful for donations to our endowment funds received during the year.

## Grants Awarded Since Establishing

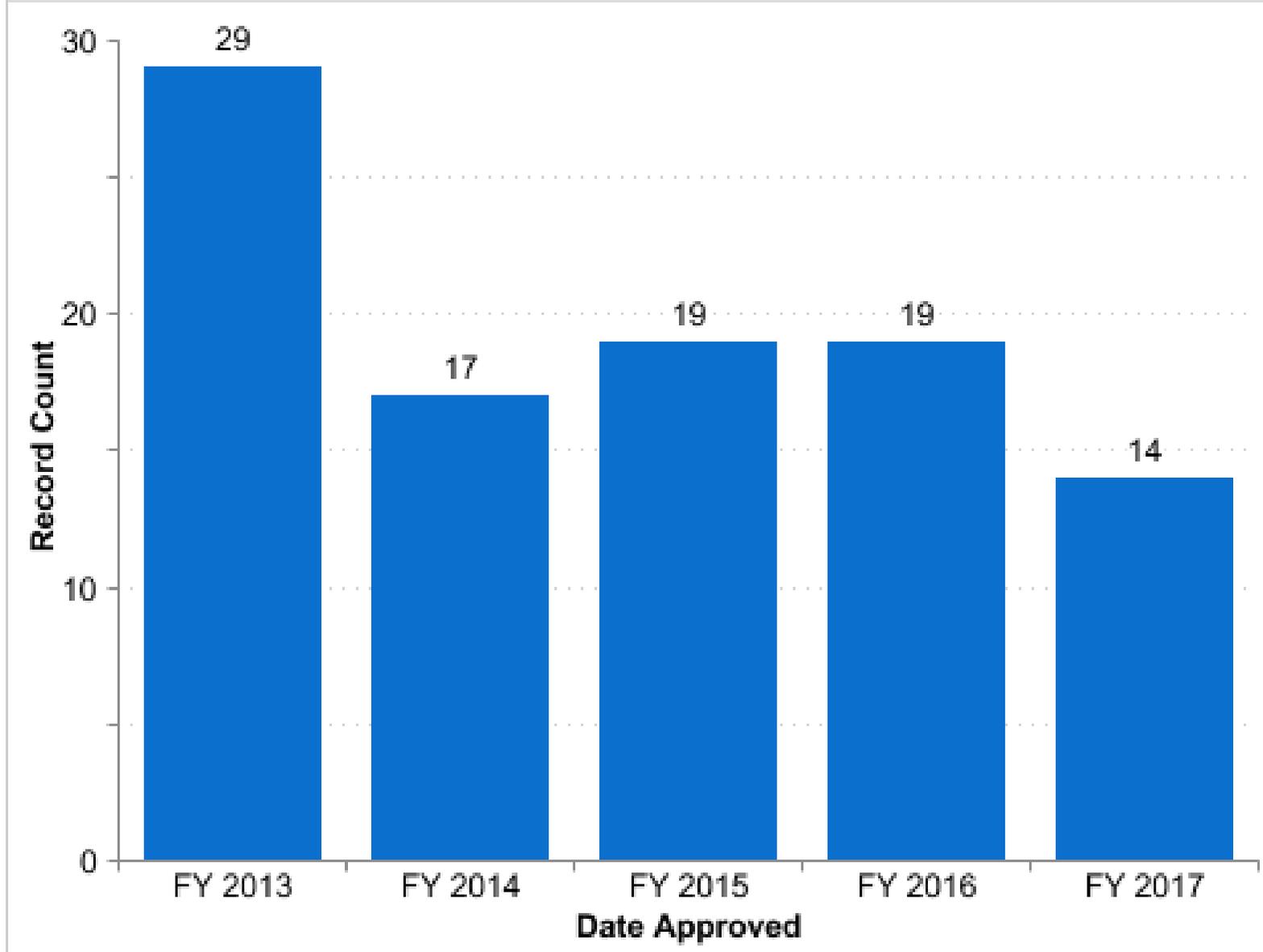
The first grant award from the Surrey Supported Employment Fund was made in April 2012, and the Fund was formally launched in June 2012. The first grant award totalled £67.40. This supported the costs of a Construction Skills Certification Scheme (CSCS) card to enable the applicant to gain employment in the construction industry, working on site.

From the time of establishment to year end March 2017, 102 grants have been awarded to the value of £33,654.35. The maximum grant award was £1,296 and the minimum was £25.

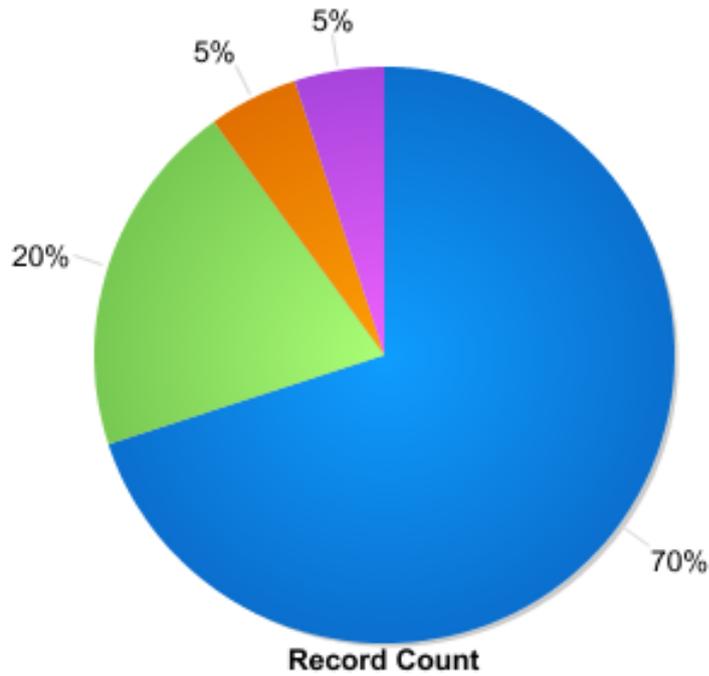
Overleaf is a bar graph displaying the number of applications approved in each financial year. During the first financial year, the Fund awarded £8,083 and saw its greatest number of grants approved. 2014 saw a decrease in the number of grants awarded (17, compared to 29 the following year) but did not see such a dramatic decline in the total value of grants awarded (£7,748). However, in 2015, despite awarding slightly more grants, SSEF's total level of grant-making did fall by some 30.6%. During FY 2016, the grant-making position improved slightly as SSEF approved 19 grants to the total value of £7,337. In the last financial year (FY2017), SSEF has approved 14 grants and the total level of grant-making came to £5,937, which is a decrease of 19% on the previous year.

From this analysis, SSEF is very much aware that increased outreach, to identify individuals who may benefit from the support SSE can offer, is required. The Fund is in a healthy financial position and thus has the capacity to award more grants than it currently does. It is also promising to note from the pie charts on page 9 that out of all applications processed in the last financial year 84% were awarded, showing an increase in the award rate compared to 2015. This is something the Fund hopes to maintain.

## Number of applications awarded.



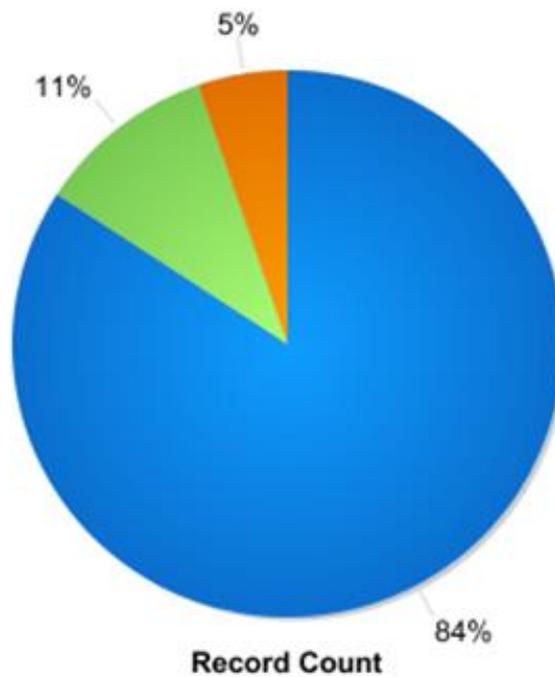
### Processed applications 2015-2016



Processed Applications

■ Awarded    ■ Rejected    ■ Withdrawn    ■ Cancelled

### Processed applications 2016-2017

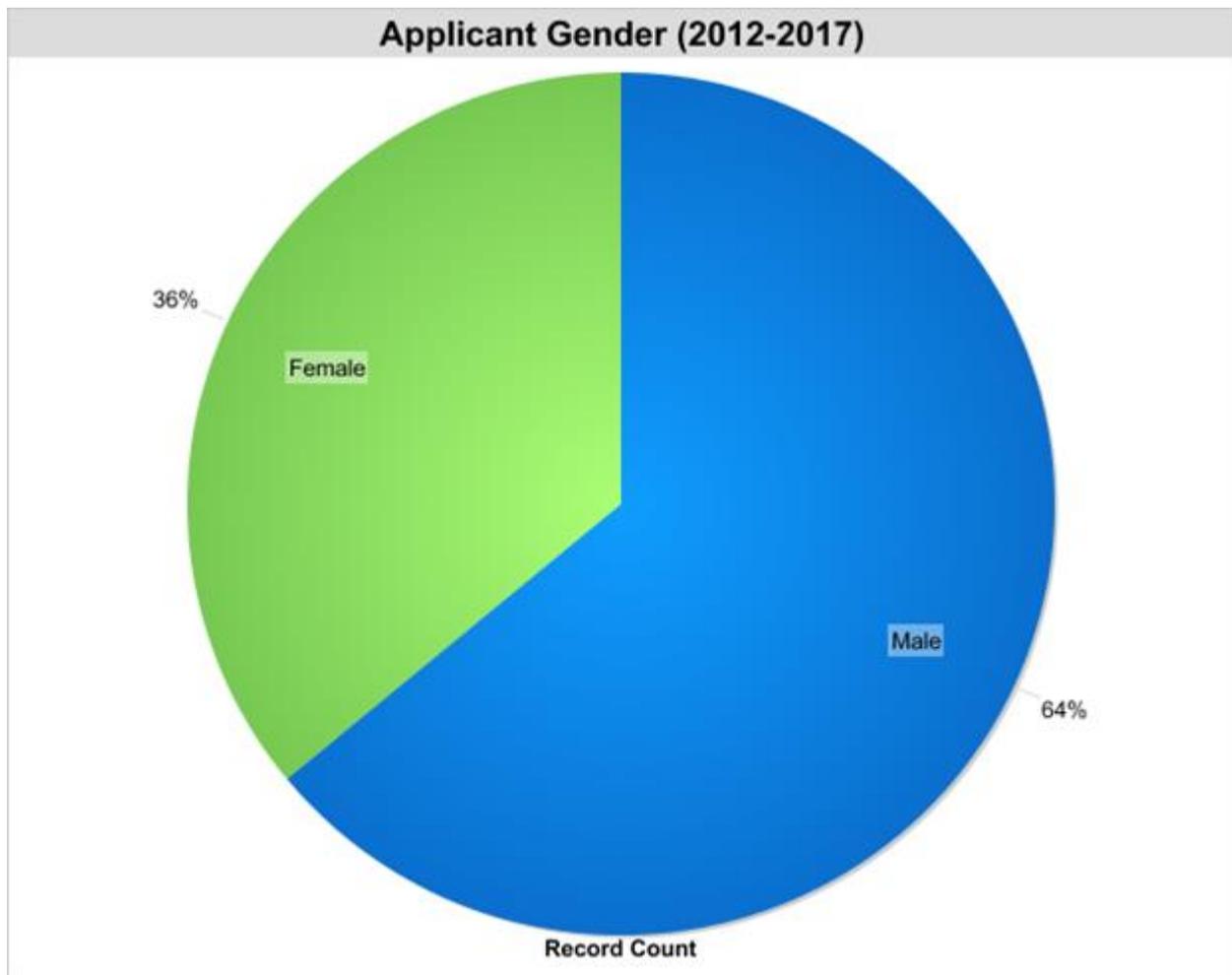


Processed Applications

■ Awarded    ■ Withdrawn    ■ Cancelled

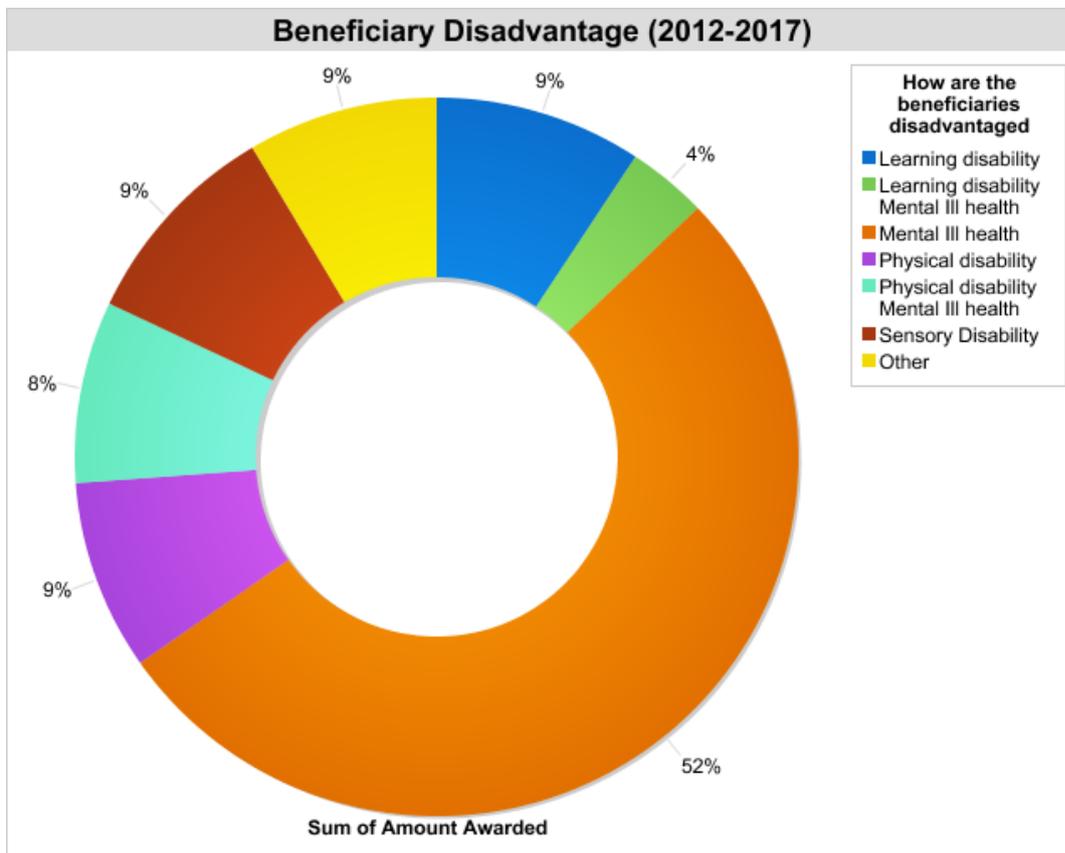
## Applicants the Fund has supported

Below is a pie chart displaying the gender of those applicants who were awarded grants from the time of establishment to year end March 2017. During this period, 64% of grantees have been male and 36% have been female. In the last year, the gap seems to have reduced with 47% of grants being awarded to female applicants and 55% being awarded to male applicants.



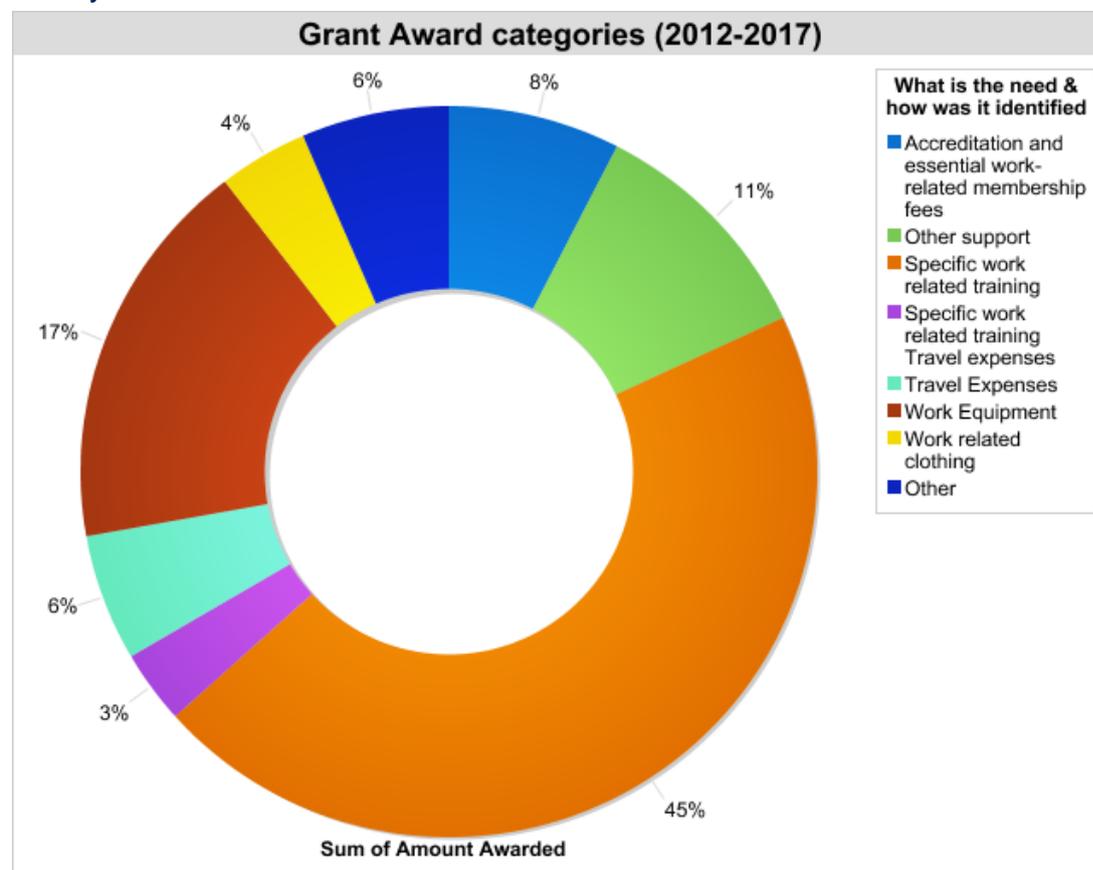
In terms of analysing how beneficiaries were disadvantaged, over 21% of grantees identified that a combination of the five target groups SSEF aims to support were relevant to them, displaying multiple disadvantage.

- **52%** of the total-grant-making has been awarded to support individuals with mental ill health
- Grants awarded to individuals with physical disabilities, sensory disabilities and learning disabilities accounted for 27% of the total-grant-making.
- To date 3 grants have been provided to support carers.



## Nature of Grants Awarded

Since establishment, the average size of grant provided was £363. The wide spread nature of the support which this level of funding has provided for individuals across the county is outlined in the chart below.



- **Accreditation and essential work-related membership fees**

8% of grants have supported individuals to obtain or renew necessary accreditations and memberships of recognised professional bodies.

These grants have included the renewal of Security Industry Authority licenses, and enabling individuals to obtain a Construction Skills Certification Scheme (CSCS) card, which is a requirement in the construction industry in order to be able to work on site. Another grant supported one individual who had progressed in their training as a plumber to gain a recognized Gas Safe certificate.

Other recognised professional bodies which grants have supported individuals to become members of include the British Association of Foot Health Professionals and the Chartered Institute of Marketing.

- **Specific work-related training**

The largest proportion of grant awards were made under this category. 46% of grants awarded have enabled individuals to access training opportunities in line with their own individual employment journey. The training courses which have been supported range from locksmith skills, painting and decorating, forklift and dumper truck driving, CPC 7.5-ton Lorry Driving and bike mechanics, to fitness and gymnastics instruction, reflexology, phlebotomy, jewellery-making and counselling.

Individuals have been funded to access IT training, including screen reader software training for an individual with a visual impairment. Grantees have also been supported to attend training in teaching, including Special Educational Needs (SEN), and Teaching English to Speakers of Other Languages (TESOL), as well as accountancy and book-keeping.

- **Equipment for Work / Training**

Items which have been funded include gardening tools, painting and decorating equipment, as well as tools for repairing and making guitars, repairing home appliances, and cookery utensils and equipment for a home baking business.

One grant enabled an individual trained as a complementary therapist to purchase a treatment couch and screen, while two other individuals purchased sterilizing equipment.

A further two grants have been awarded in order to support the cost of a refurbished laptop computer with Microsoft Office software, supplied by the Guildford Computer Project. These laptops have supported individuals in training courses, and continued to be useful in the process of job-searching and making applications, and also within self-employment following the completion of training.

- **Other Support**

One grant has been provided to enable an individual to undertake a supported work experience placement, by providing mentoring/coaching support.

Two further grants have supported individuals becoming self-employed, by meeting the costs of room rental for the first months for a counsellor and the set-up costs of a market stall for another grantee.

- **Work or training related clothing**

These grants have enabled individuals to purchase suitable clothing, where this was a barrier to their confidence and success at interviews, work placements and employment.

Grants have included smart clothing such as shirts and ties for interviews and office-based or similar roles, as well as suitable work boots for the gardening industry. No grants were made under this category for the most recent financial year.

- **Travel Expenses**

9% of all grants awarded have supported travel costs, where this was a barrier to individuals accessing training, volunteering opportunities and work experience placements and employment.

These grants have met the costs of bus and train fares, as well as a taxi fare for an individual with visual impairment, car hire for an individual undertaking a role where access to a vehicle was required, and also the purchase of a bicycle.

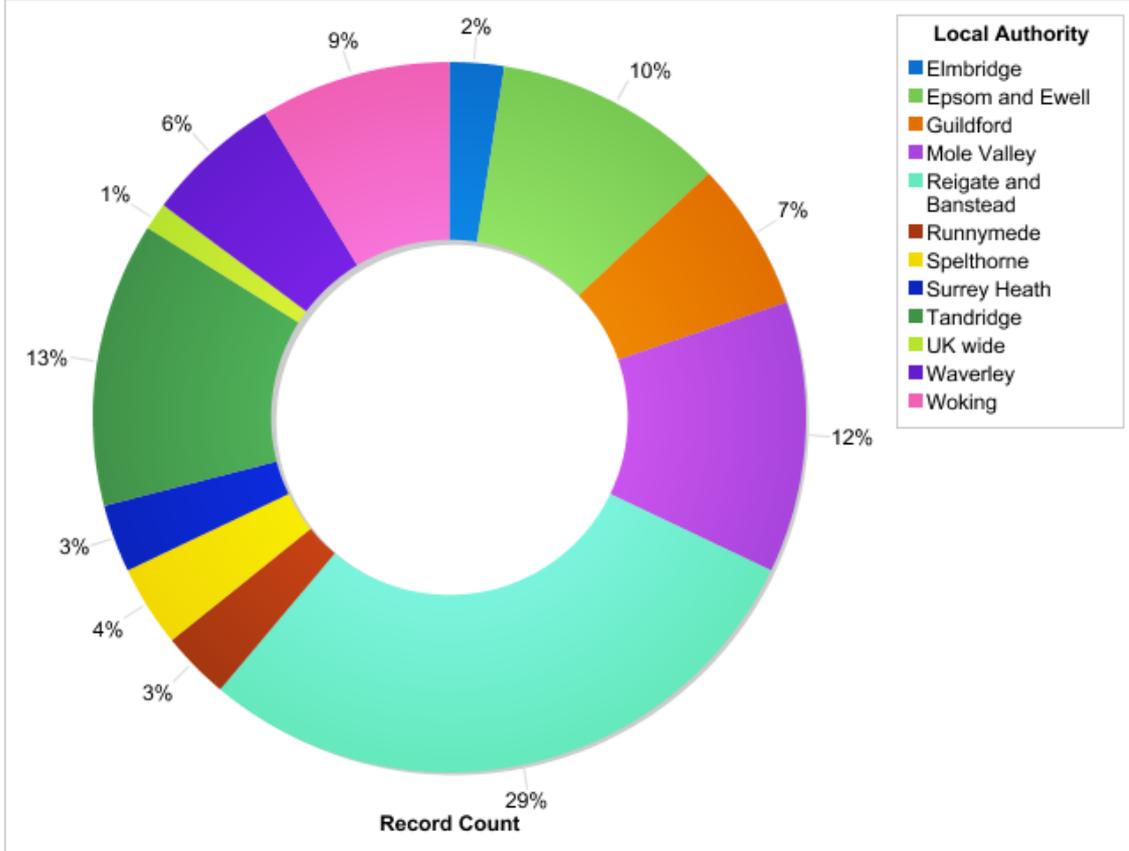
- It is also noted that 6% of grants, listed on the chart below as 'other', highlight those grants that covered the cost of multi-purpose grants which included a combination of the categories listed.

## **Geographic Spread of Grants Awarded**

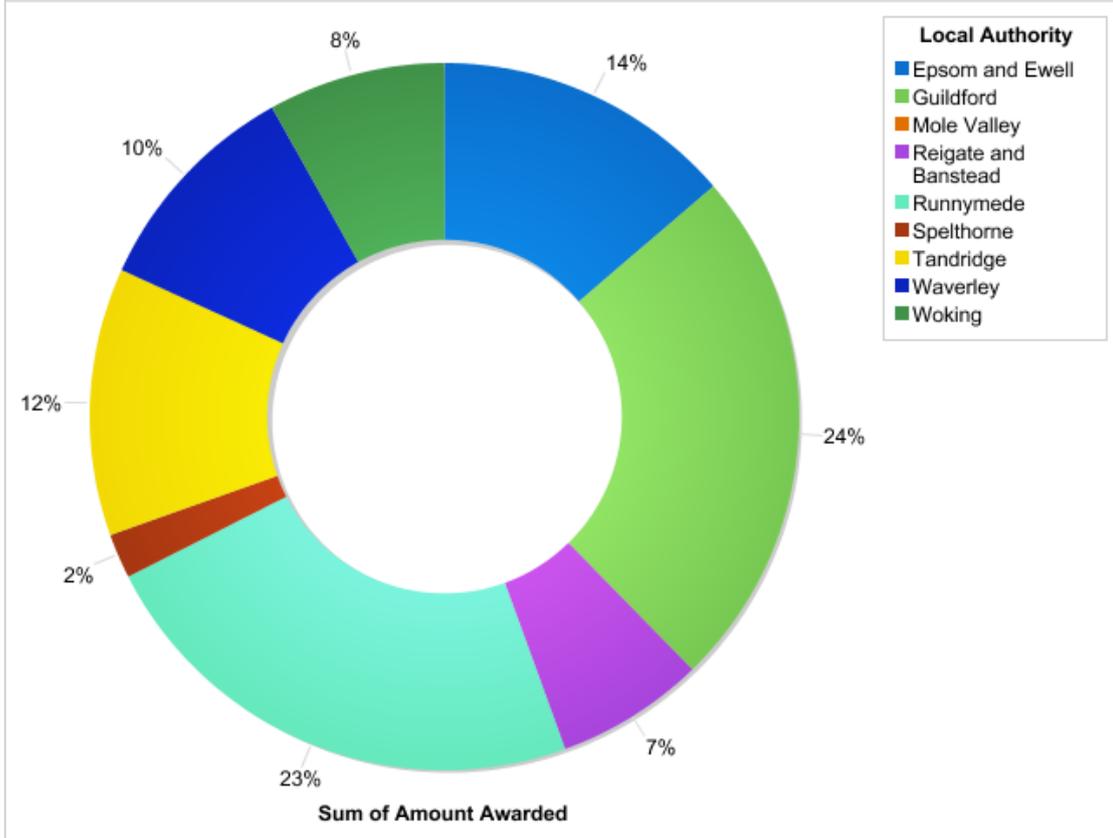
Individuals in each of the 11 Districts and Boroughs have been supported through SSEF. As shown on the chart overleaf, the area in which the highest proportion of grant funding has been made to date is in Reigate and Banstead (individuals residing in this borough have received 31% of the total amount awarded) followed by Tandridge (18%), and Woking (10%).

As seen on the chart for 2016-2017, our efforts to achieve a more even spread across Surrey are producing good results. However, Surrey Heath, Spelthorne and Elmbridge remain under-represented both throughout our lifetime and over the past year, and are a particular focus for our outreach work.

### Applications by Geography (2012-2017)



### Applications by Geography (2016-2017)



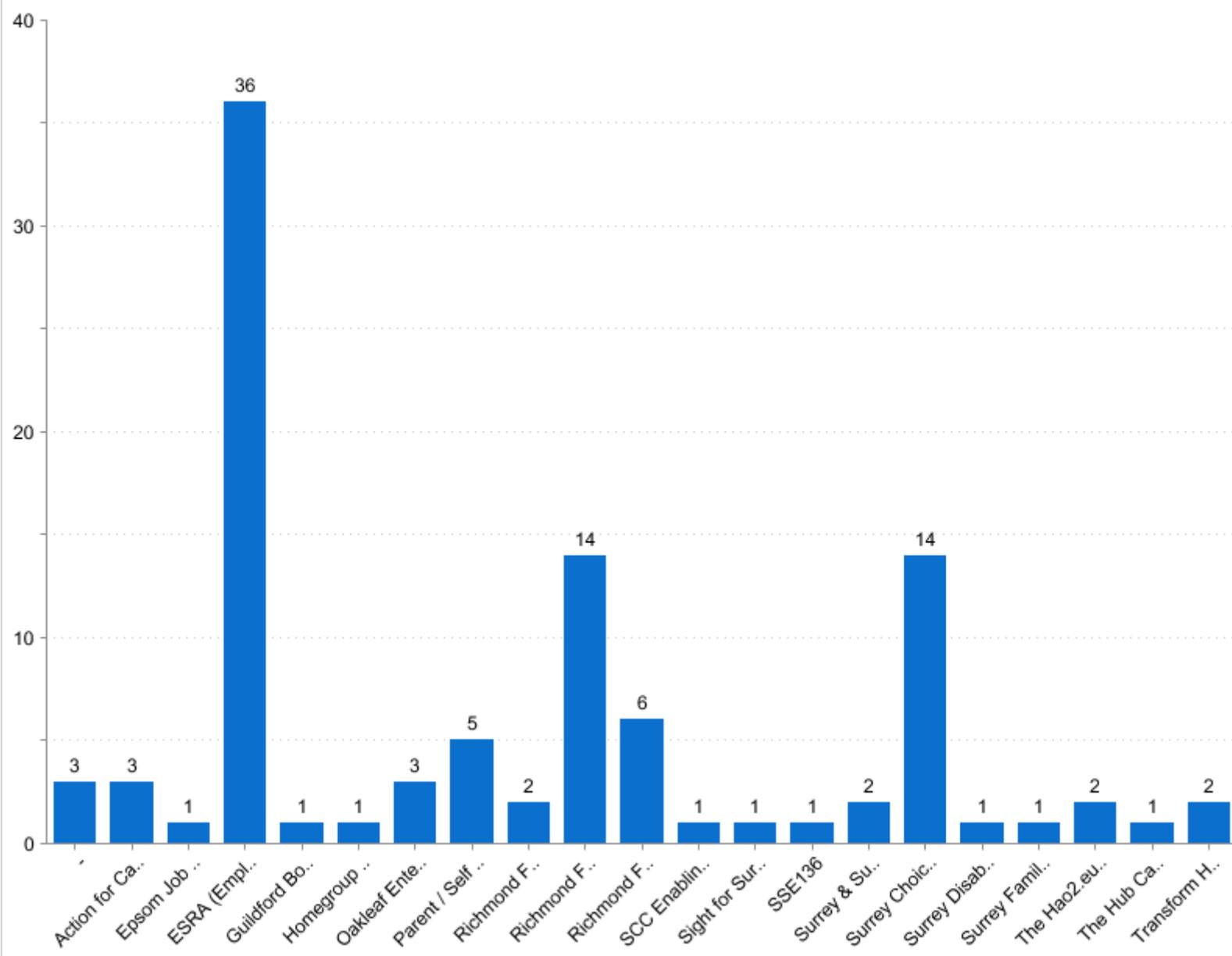
## **Referral organisations:**

SSEF works with a wide range of referral organisations to support as many people with disabilities or mental ill health as possible.

The following page features a bar graph that provides a breakdown of the number of referrals each organisation has made from the time of establishment to year end March 2017. ESRA (Employment Support Retraining Agency), have referred a significant number of applicants, in fact more than double any other referring body. The Richmond Fellowship and Surrey Choices Employability have also made a considerable number of referrals.

A focus point for the Fund's work moving forward will be to maintain the strong relationship with these organisations but also to increase our outreach to organisations new to SSEF.

## Number of referrals made by organisation



### List of referring agencies (2012 -2017):

Action for Carers (Surrey)  
 Epsom Job Centre Plus  
 ESRA (Employment Support Retraining Agency)  
 Guildford Borough Council  
 Homegroup (Stoneham Housing Association)  
 Oakleaf Enterprise  
 Parent / Self – Referral  
 Richmond Fellowship  
 Richmond Fellowship Mid Surrey  
 Richmond Fellowship North West Surrey  
 SCC Enabling Independence Service  
 Sight for Surrey  
 SSE136 – previous applicant  
 Surrey & Sussex Probation Trust - Probation Centre Redhill  
 Surrey Choices Employability  
 Surrey Disabled People's Partnership  
 Surrey Family Services  
 The Hao2.eu Foundation  
 The Hub Camberley  
 Transform Housing & Support

# END OF GRANT CASE STUDIES

Individuals who have received funding are asked to complete an end of grant report, designed to help evaluate the beneficial impact of the grant award.

This section of the Fund Report provides details of the end of grant reports which have been received and reviewed.

Names of individuals referred to in these case studies have been changed for the purposes of this report.

## Coaching Qualification

A grant was awarded in September 2016 to enable this individual who suffers from anxiety and depression to obtain a Level 2 Gymnastics Coaching Qualification to further employment prospects.

Alice's most recent update is as follows:

"Since passing my level 2 General Gymnastics Coaching Qualification this year I have come on leaps and bounds.

Although I still coach for the 'not for profit club' for no fee, my ex-husband has given up paying for my daughter's gymnastics which has meant that I would have had to carry that cost. I coach my own classes in exchange for free gymnastics for her (which I would not have been able to afford as she trains 12 hours a week!!)

In the Summer, I ran a 3 day Gymnastics Course which I was paid for (and took along an assistant) at Lime Trees school. We have about 40 participants (not all at the same time) and did it as part of a Dance School holiday club. I have already been invited back next year.

The course itself and general Coaching made me realise a real love for coaching and that I wanted to make Coaching/Training/Tutoring a career. I applied for a Job with the NHS Recovery College as a Senior Recovery Coach which I started in June 2017! I have co facilitated and helped write some courses, started writing protocols and have my first course to write and present. I work alongside ESRA and The Richmond Fellowship as well as running courses exclusively for the College itself.

For Ongoing training, I am doing an NVQ in Understanding Mental Health and next I hope to go on a Level 3 Award in Education and Training (Formally known as PTLLS). I am about to become a Mental Health First Aider and hope to become a Trainer in this subject in the long-term (Which the Level 3 Award will help me do).

I would like to take this opportunity to thank the Surrey Supported Employment Fund for their generosity and the opportunity it has given me to change my career and life."

The Employment Coordinator who supports Alice adds:

“Alice is doing amazingly well as the funding has enabled her to develop her confidence this year towards gaining paid P/T employment as A Senior Recovery Coach for The Recovery College. Alice now co-facilitates training with me and I have seen first-hand how she has developed into her new role. The fact that she can use her coaching skills plus her lived experience of Mental Health has been amazingly positive for her. I am encouraging her to think about taking a PTTLS qualification as her next natural career step towards becoming a qualified tutor, she has asked her employer ‘The Recovery College’ if they could help fund this and although they wholly support this career development, they’re not in a position to fund the training. Alice has also asked ESRA and we unfortunately aren’t able to help either. However, I have offered support with a second funding application to The Community Fund for Surrey in due course.”

### **Work experience and increasing IT Skills**

A grant of £386.90 was awarded from the Surrey Supported Employment Fund towards travel expenses to enable the applicant to attend a work experience placement and IT training courses based at ESRA.

His referee in an update reported:

“Robert has depression and mild learning difficulties and when he first came to ESRA with his support worker in May 2016, he lacked confidence and had mostly worked doing manual labour including kitchen portering, drivers mate and helping out on market stalls. He has previously been supported by another supported employment organisation that placed him in a kitchen assistant role at a local pub, Robert explained that he struggled during this placement and his mental health declined during this period.

During his recovery, Robert spoke with enthusiasm about his office training many years ago at The Queen Elizabeth Foundation and explained that he got to try out some basic admin and complete both Numeracy and Literacy L1 & 2 courses. However, he hadn’t had an opportunity to further develop these skills since.

When I suggested local college courses he clammed up and said he just didn’t feel he would be able to cope in that type of environment at the moment, he explained that he really benefited from the support given at The QEF. When we discussed hobbies and interests Robert talked with passion about his love of travel and transport. We discussed opportunities with Travel Matters and he was delighted to be referred there for both supported work experience and IT training.

Starting with Travel Matters has really opened the door to further learning and his confidence is growing stronger. Due to a change in benefits Robert had his bus pass taken away and needed support to apply for funding from The Surrey Supported Employment Fund to continue attending and developing at Travel Matters. This enabled him to continue studying for the ECDL L2 certificate combined with work experience which will both benefit him by improving his IT skills and giving him a recognised IT qualification.

Travel Matters have also stated that “his attendance is extremely good and that he applies himself to both programmes with enthusiasm and dedication. His goal now is to further develop his IT skills and perhaps work towards ECDL L3, build confidence in the work place and work towards finding employment in an office / travel related role in the future. Without this grant Robert would have been unable to continue his placement which has inspired his future career plans.”

Robert’s Support Worker sent a thank you after the grant award was made:  
“I have known Robert in my capacity as a support worker for over 10 years. He has a learning disability and has lived in our supported accommodation since he left the care system. He started out living in a high support shared house and then progressed to move on to a lower support flat on his own.

Throughout his time with us, Robert has always worked hard to increase his skills and chances of working which has proved a challenge for him over the years. More recently he has started at Travel Matters and is also doing an IT course alongside. He reports to me that he is learning new skills all the time, so thank you for enabling him to attend his placement, it has had a real impact!”

Robert is due to successfully complete his courses and work placement mid-2018.

### **Driver Certificate of Professional Competence (CPC) Course**

A grant of £1,000 was awarded in April 2017 for interpreter service costs to help this profoundly deaf applicant to obtain the relevant training on a driver CPC course for 7.5 tonne vehicles.

Following successful completion of the course, Tom begun actively seeking paid employment as a lorry driver.

His Employment Support Officer, reported:

“Tom has completed his training and is actively looking for new employment. This has allowed Tom to take early retirement from his NHS job after 30 years plus service. He now needs new paid work to maintain a standard of living and due to your grant Tom has already been offered a job in his new career. Unfortunately, due to having to work out his notice for retirement purposes Tom was unable to take this position but will be held on the books for future reference. Tom is still applying for roles and although very early days we are hopeful that Tom will have a great new career in front of him. Surrey Choices EmployAbility are just one of the agencies assisting Tom in his efforts and he wishes to thank you for this great new opportunity and direction your grant has given him.”

# Testimonials and Letters of Thanks

“You are doing a grand job, thank you for all your hard work for these clients who are at a really vulnerable point in their working and personal lives.

The Surrey Supported Employment Fund has a direct and powerful impact and what it can provide be it a laptop, access to a qualification, tools, or even something as basic as clothes for an interview is an invaluable boost in a person’s move towards employability and a better life for themselves and their family.”

*Joyce Cooper, Employment Advisor, The Richmond Fellowship (December 2016)*

“The fund is of great support to clients.”

*Rachel Pearson, Associate Consultant, AS Mentoring*

"I would like to say Big Thank you on behalf of ER and Richmond Fellowship for supporting her with achieving her future goals!  
This training course will bring ER closer to employment market and support her mental health recovery!"

*Team Leader  
Richmond Fellowship  
Queens Park and The Old Moat Horticultural Service (April 2016)*

“Many thanks for all you do for our clients. I know my clients would never have been able to do many of things they have achieved without your support.”

*Darren Ayres, Employment Advisor, The Richmond Fellowship*

# LOSELEY HOUSE EVENT

In early November 2016, the Community Foundation for Surrey organised a joint event to showcase the two individual grant programmes; Surrey Young People's Fund and Surrey Supported Employment Fund.

We were delighted to see such a fantastic turnout, with around 80 attendees from a wide range of organisations across Surrey able to join us in the stunning setting of Loseley Park.

The tone of the evening was set with some informative and inspiring presentations from both funds and the opportunity to network afterwards.

Once again, we offer our sincerest thanks to our kind hosts at Loseley House and to the team from Choices Cafe for doing such a wonderful job with the catering.



“I just wanted to thank you so much for inviting me to such an interesting event at Loseley House. The venue was fantastic as was the networking opportunity. Thank you also for allowing me to bring the Director of Brooklands Museum at the last minute, he too found the evening of great interest. You will certainly be hearing from my colleagues and Managers in the near future regarding the funding opportunities.”

*Ellie Paterson MBE  
Community Placement Manager, Surrey Family Services (7<sup>th</sup> November 2016)*

# FUND STATEMENT

## Surrey Supported Employment Fund 1 April 2012 to 31 March 2017

### Capital Statement

#### Surrey Supported Employment Endowment Fund

<b>Market Value of Fund at 31 March 2017</b>				<b>£0.00</b>
	<b>Receipts</b>	<b>Payments</b>		
Donations	£300.00			
Gift Aid	£75.00			
Capital Revaluation	£66.73			
Transfer from Endowment to Endowment	£445.55			
Contribution to Community Foundation		£11.28		
	<b>TOTAL</b>	<b>£887.28</b>	<b>£11.28</b>	
<b>Total Fund at 31 March 2017</b>				<b>£876.00</b>

#### Surrey Supported Employment Community First Endowment Fund

<b>Market Value of Fund at 31 March 2017</b>				<b>£0.00</b>
	<b>Receipts</b>	<b>Payments</b>		
Donations	£855.00			
Matching Donations	£32,382.50			
Gift Aid	£67.50			
Realised gains on investments	£9,314.42			
Capital Revaluation	£15,545.02			
Transfer from Endowment to Endowment	£65,000.00			
Unrealised losses on investments	£322.04			
Loss on investments		£4,400.11		
Contribution to Community Foundation		£1,041.77		
	<b>TOTAL</b>	<b>£123,486.48</b>	<b>£5,441.88</b>	
<b>Total Fund at 31 March 2017</b>				<b>£118,044.60</b>

#### Surrey Supported Employment Invested Fund

<b>Market Value of Fund at 31 March 2017</b>				<b>£0.00</b>
	<b>Receipts</b>	<b>Payments</b>		
Donations	£119,150.22			
Gift Aid	£38.75			
Unrealised gains on investments	£2,110.17			
Capital Revaluation	£21,544.24			

Other	£25,000.00		
Capital Revaluation		£4,692.69	
Realised losses on investments		£1,445.50	
Contribution to Community Foundation		£4,325.11	
Transfers from Endowment to Endowment		£65,445.55	
<b>TOTAL</b>	<b>£167,843.38</b>	<b>£75,908.85</b>	
<b>Total Fund Value at 31 March 2017</b>			<b>£91,934.53</b>

**Total Capital Funds at 31 March 2017: £210,855.13**

### Grant Fund Statement

<b>Opening Balance at 01 April 2012</b>			<b>£0.00</b>
	<b>Receipts</b>	<b>Payments</b>	
Donations	£50,000.00		
Dividend Receipts	£32,990.20		
Other	£2,500.00		
Fund Expenses		£2,263.70	
Event costs		£605.21	
Contribution to Community Foundation		£16,990.99	
Other		£25,000.00	
Grant Payments		£35,704.35	
Grant Payment Returns	£1,732.37		
Grant Payment Cancellations	£2,050.00		
<b>TOTAL</b>	<b>£89,272.57</b>	<b>£80,564.25</b>	
<b>Balance available for grant-making at 31 March 2017</b>			<b>£8,708.32</b>

### **Statement of Grants Given 01 April 2012 to 31 March 2017**

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
30/04/2012	SSE001	£67.40	Construction Skills Certification Scheme (CSCS) card to enable this individual with mental ill health to gain employment in the construction industry, working on site
28/05/2012	SSE004	£178.20	expenses for initial start period of employment for an individual with a serious back problem and mental ill health
19/06/2012	SSE008	£147.54	to enable this individual with mental ill health to purchase suitably protective work boots and trousers, as well as to cover his travel expenses for the first weeks of his new employment.

21/06/2012	SSE006	£79.99	purchase of a bicycle to enable this individual with a learning disability to travel to work for an early morning start
09/07/2012	SSE007	£236.80	to enable this individual who has suffered mental ill health to purchase suitable work clothing and to cover petrol costs for the first few weeks of his new employment
17/07/2012	SSE002	£184.99	equipment necessary to enable this individual, who has suffered mental ill health, to become self-employed, running a gardening business
27/07/2012	SSE013	£75.80	supporting an individual with mental ill health to purchase work clothing and cover travel expenses for the first few weeks of employment
30/07/2012	SSE017	£115.00	to enable this individual with mental ill health to purchase suitable clothing for a work placement
07/08/2012	SSE010	£410.00	fork lift truck training for an individual with a mild learning disability in order to support their pursuit of paid employment within a warehouse
20/08/2012	SSE019	£336.00	a contribution towards travel costs to enable an individual with a visual impairment to sustain employment
20/08/2012	SSE021	£325.00	supporting this individual with mental ill health to complete an AAT Level 3 Diploma in Accounting
20/08/2012	SSE020	£250.00	Painting and decorating equipment to support an individual with mental ill health in the journey to re-entering employment (initially through undertaking voluntary work)
20/08/2012	SSE015	£125.00	to enable this individual with mental ill health to purchase suitable clothing for a role as Classroom Assistant
04/10/2012	SSE018	£80.00	suitable clothing for interviews and initial period of work for an individual with a physical disability
11/10/2012	SSE021	£325.00	supporting this individual with mental ill health to complete an AAT Level 3 Diploma in Accounting
18/10/2012	SSE027	£220.00	to cover the costs of renewing a Security Industry Authority (SIA) licence, to enable this individual to return to work as a security guard.
18/10/2012	SSE023	£250.00	Tools to support this individual with physical disabilities to become self-employed as a Luthier, making and renovating guitars and other stringed instruments
18/10/2012	SSE025	£200.00	equipment to enable this individual with physical disabilities to support her husband in his home baking business
16/11/2012	SSE031	£969.00	Course fees for this individual with mental ill health to undertake a Fast Track course at the Universal Language Training College in Woking, which leads to a TESOL

certificate

19/11/2012	SSE003	£500.00	one-to-one training in access/screen reader software, 'JAWS' for an individual with a visual impairment
19/11/2012	SSE032	£40.00	Level 2 Counselling course at East Surrey College to enable this disabled individual to become self-employed as a counsellor
26/11/2012	SSE030	£137.50	suitably smart clothing for this individual with long-term mental ill health to wear at job interviews
11/12/2012	SSE032	£665.00	Level 3 Counselling course at East Surrey College to enable this disabled individual to become self-employed as a counsellor
25/01/2013	SSE026	£100.00	cost of an accredited course, in order to enable this individual with mental ill health to develop and improve their IT skills
04/02/2013	SSE034	£175.00	to cover 50% of the costs for this individual with mental ill health to undertake the second part of her training as a phlebotomist
06/02/2013	SSE040	£60.00	the costs of an enhanced CRB check, which is required in order to enable this individual who has suffered mental ill health to work voluntarily in a maintenance role within a nursing home for the elderly
12/02/2013	SSE037	£180.00	enabling this individual with physical disabilities and mental ill health to obtain a City & Guilds qualification in Computerised Bookkeeping
18/02/2013	SSE039	£825.00	to enable this individual with a long-term physical disability and mental ill health to complete her training and obtain work experience as a Fitness Instructor
25/02/2013	SSE035	£650.00	to enable this individual with mental ill health, who is currently working as a self-employed labourer, to become qualified as a dumper truck driver
25/04/2013	SSE023	£750.00	Tools to support this individual with physical disabilities to become self-employed as a Luthier, making and renovating guitars and other stringed instruments
25/04/2013	SSE045	£525.00	car hire to enable this individual who has suffered from mental ill-health to complete work experience placement
25/04/2013	SSE042	£1,200.00	membership fees, insurance & essential equipment to enable this individual who has suffered from mental ill health to become a self-employed Foot Health Professional
25/04/2013	SSE043	£117.50	Construction Skills Certification Scheme (CSCS) card to enable this individual with a physical disability to return to employment in the construction industry, as well as a Disclosing and Barring Service (DBS) check, to open up workplace possibilities

04/06/2013	SSE053	£470.80	Continuous Professional Development hours to enable this individual who suffers from mental ill health to update her qualification as a dental hygienist and thus return to employment in this role
11/06/2013	SSE050	£137.00	suitable smart clothing for interviews and employment in the hospitality sector for this individual who has suffered from mental ill health
22/07/2013	SSE045	£390.00	car hire to enable this individual who has suffered from mental ill-health to attend work for the first few weeks until he is able to purchase a second-hand vehicle
05/08/2013	SSE054	£500.00	to meet the initial costs associated with the set up of a market stall, which will enable this individual who cares for his disabled wife to be self-employed, with his wife supporting in the administration & bookkeeping
11/09/2013	SSE056	£550.00	Supporting the costs of a five-day industrial and warehouse forklift training course for this individual who has suffered with mental ill-health and also alcoholism
05/11/2013	SSE061	£124.00	to enable this individual, who has suffered from mental ill health, to attend a 12-week Sage accounting training course
11/11/2013	SSE064	£333.32	two months' rent of a business premises and advertising costs for this individual who has physical, sensory and cognitive disabilities to establish as a self-employed fully qualified Counsellor
25/11/2013	SSE057	£418.99	to enable this individual who has suffered from mental ill health to purchase a laptop, which will be used to study for an Open University degree, as well as to write a self-help book, to be published
25/11/2013	SSE063	£231.00	forklift licence and security clearance to enable this individual who has suffered from mental ill health to obtain employment within a secure warehouse environment (the individual is living close to an airport)
10/01/2014	SSE070	£750.00	to enable this individual who has experienced mental ill health to undertake a Level 2 Cytech Bike Mechanic Course
10/01/2014	SSE068	£162.00	towards the costs of an ESOL Entry Level course for this individual who has experienced mental ill health
25/02/2014	SSE072	£439.00	Membership of Chartered Institute of Marketing and support for 50% of the costs of purchasing a Sony laptop for this individual who has mental ill health to support establishing as self-employed
12/05/2014	SSE076	£200.00	suitable clothing for work experience placement, interviews and employment in order to support this individual (who has experienced mental ill health) in his employment journey
12/05/2014	SSE078	£217.00	purchase of a treatment couch and screen to enable this individual (who has physical disabilities and has experienced mental ill health) to build up her business as a holistic therapist

16/05/2014	SSE075	£150.00	to enable this individual who has experienced mental ill health to travel to attend work experience and IT training
10/06/2014	SSE080	£118.80	to purchase an insulation tester, which will enable this individual with mental health needs who has trained as a home appliance engineer to carry out electrical tests on customers' home appliances for safety as well as repair purposes
05/08/2014	SSE079	£180.00	Driving assessment at QEF to support this individual to return to employment (Also awarded in principle funding to support provisional driving licence and 10 driving lessons from a suitable instructor)
05/08/2014	SSE079	£300.00	Driving assessment at QEF to support this individual to return to employment (Also awarded in principle funding to support provisional driving licence and 10 driving lessons from a suitable instructor)
09/09/2014	SSE080	£500.00	to meet the costs of a one-week Cooker and Oven Repair course with the Appliance Academy, along with the purchase of work T-shirts and a fleece, printed with the company logo, to give credibility and a professional image.
12/09/2014	SSE086	£250.00	to enable this individual (who suffers from mental ill health) to attend the 16-week OCR Level 3 Award in IT User Skills (ITQ) training course at Brooklands College, which will allow him to make a more successful approach to employers
08/10/2014	SSE080	£81.48	to meet the costs of a one-week Cooker and Oven Repair course with the Appliance Academy, along with the purchase of work T-shirts and a fleece, printed with the company logo, to give credibility and a professional image.
24/10/2014	SSE089	£100.00	travel expenses during 3 month work experience placement
30/10/2014	SSE092	£440.00	support with travel expenses while this visually impaired individual gains experience and confidence through a period of voluntary work, which will support her in then being able to apply for paid roles
28/11/2014	SSE091	£175.00	a Certificate in Counselling and Communication Skills Level 2 course at Crawley College, which will take this individual who has suffered mental ill health a step further on her journey
28/11/2014	SSE075	£150.00	to enable this individual who has experienced mental ill health to travel to attend work experience and IT training
10/12/2014	SSE094	£473.70	funding to enable this visually impaired individual to attain a qualification which will enable them to be better placed to apply for tutoring and classroom assistant roles – without which they are at a disadvantage.
10/12/2014	SSE093	£153.60	Travel expenses to cover two days a week volunteering

10/12/2014	SSE095	£445.00	to enable this individual, who has suffered mental ill health, to complete a part-time course in Support Work in Schools, which will enable them to apply for Teaching Assistant positions within the school they are currently volunteering, and other local schools
18/12/2014	SSE088	£90.04	to meet the costs of a Reflexology course for this individual who has suffered mental ill health
23/01/2015	SSE088	£175.00	to meet the costs of a Reflexology course for this individual who has suffered mental ill health
09/02/2015	SSE098	£186.50	to enable this individual who has a learning disability and has suffered mental ill health to complete a Health and Safety Awareness Course, followed by a touch-screen 45-minute operative test and thereafter to order an up-to-date CSCS card to equip them for employment in the Construction industry
10/02/2015	SSE097	£89.60	to support this individual, who has both a physical disability and mental ill health, with bus travel costs for a period of 14 weeks (i.e. 3-4 months), while he works towards attaining the European Computer Driving Licence (ECDL).
24/02/2015	SSE100	£150.00	to enable this individual, who has a moderate learning disability, to attend a 10-week course in jewellery-making at Surrey Jewellery School
30/03/2015	SSE096	£745.00	to meet the cost of a 4-day Locksmith training course for this individual who has suffered mental ill health
19/06/2015	SSE097	£102.40	to support this individual, who has both a physical disability and mental ill health, with bus travel costs for a period of 16 weeks in order to attain the European Computer Driving Licence (ECDL)
11/08/2015	SSE104	£655.00	to enable this individual to complete the CIW Web Design Specialist course
11/08/2015	SSE075	£332.80	to support this individual to continue with the ECDL IT training course and work experience
11/08/2015	SSE091	£175.00	to support this individual, who has mental health needs, to complete a Certificate in Counselling and Communication Skills Level 3 course at Central Sussex College.
10/09/2015	SSE105	£300.00	to enable this individual with mental ill health to undertake a Forklift refresher course, in order to obtain work as a warehouse/garden centre assistant
14/09/2015	SSE059	£778.82	laptop and software to enable this individual who has a physical disability and is also a carer, in his work-related goal of building an online retail business
14/10/2015	SSE106	£400.00	To enable this individual, who has a physical disability and mental ill health, to join a voice-over agency

19/11/2015	SSE097	£128.00	travel costs, for a further 20 return journeys to enable this individual who has both a physical disability and mental ill health, to complete the ECDL Level 2 course.
19/11/2015	SSE110	£25.00	towards the purchase of a reconditioned laptop to assist this individual in his studies to qualify as a personal fitness instructor working with disabled people (further funding has already been secured)
19/11/2015	SSE111	£225.40	to support the costs of essential equipment for the set-up of this individual's business.
19/11/2015	SSE112	£76.99	to purchase smart interview clothes for this individual who has a learning disability
19/11/2015	SSE113	£666.00	To enable this individual who has a physical disability, and is also a carer for a child with cognitive, sensory and learning disabilities, to complete the Special Educational Needs (SEN) Diploma course to become a SEN Teacher
19/11/2015	SSE115	£220.00	to support the costs of travel to attend the Pre-Employment Training programme in Merton for this individual who has a visual impairment
30/11/2015	SSE065	£650.00	to enable this individual who has suffered mental ill health to obtain a Gas Safe qualification to continue the progress he has already made in training as a plumber
04/12/2015	SSE109	£414.94	Computer equipment to enable this individual who has suffered from mental ill health to undertake a degree with the Open University - a BSc in Computing and IT, with Graphic Design
08/12/2015	SSE116	£340.00	to enable this individual, who has experienced mental ill health to complete a British Institute of Facilities Management (BIFM) course - Level 4 Award.
17/12/2015	SSE117	£675.00	Fork lift driving training and travel to attend
04/02/2016	SSE113	£166.00	To enable this individual who has a physical disability, and is also a carer for a child with cognitive, sensory and learning disabilities, to complete the Special Educational Needs (SEN) Diploma course to become a SEN Teacher
09/02/2016	SSE075	£154.00	travel costs to enable this individual to continue attending training and work experience
09/02/2016	SSE119	£1,151.71	to enable this individual to undertake a supported work experience placement
01/03/2016	SSE120	£350.00	training to enable this individual, who has suffered mental ill health, to pursue their goal to start self-employment as a plasterer / painter and decorator in the local area.
18/04/2016	SSE121	£373.75	Driver Certificate of Professional Competence (CPC) Training in order to enable this individual, who has had mental ill health, to obtain a position as a 7.5-ton Lorry Driver.
14/06/2016	SSE123	£200.00	A refurbished laptop from the Guildford Computer Project to enable this individual with mental ill health to practice during completion of a European Computer Driving Licence (ECDL) course, and increase readiness for

employment in an administrative role.

22/08/2016	SSE128	£499.00	To enable this individual to obtain a Level 2 General Gymnastics award to further employment prospects.
15/09/2016	SSE124	£409.00	To support this individual who suffers from a sensory disability with optelec magnifying equipment which will help aid her reading at work.
19/09/2016	SSE125	£84.00	Supporting the costs of an ESC and CSCS card to enable this individual to re-enter employment as an electrician
08/11/2016	SSE127	£400.00	A laptop to help this individual with Autism and ADHD apply for jobs, volunteer and undertake job club programmes.
08/11/2016	SSE129	£480.00	To support this self-employed individual who suffers numerous physical disabilities in covering the cost of digital printing and manufacturing of 10 silk scarves for her start up business.
16/12/2016	SSE136	£59.99	To support this individual who suffers severe sight impairment to purchase Microsoft Office Home and Business 2010 which will help her to manage self-employed work as a Vision Impairment Awareness Trainer.
16/12/2016	SSE135	£200.00	Supporting this vulnerable individual who suffers from mental health issues to search for employment with the provision of a laptop.
19/12/2016	SSE130	£648.00	To support this vulnerable person who is illiterate and suffers from related anxiety and depression with literacy tuition.
09/02/2017	SSE139	£841.00	Training and travel costs to enable this individual, who has suffered mental ill health, to pursue their goal of employment as a bike mechanic.
09/02/2017	SSE140	£200.00	Supporting this vulnerable individual who suffers from mental health issues to search for employment with the provision of a laptop.
22/02/2017	SSE138	£150.00	To support this disadvantaged young person travel to a practical environmental land based learning course.
16/03/2017	SSE132	£745.00	To enable this individual, who has bipolar 1 disorder, generalised anxiety disorder and social anxiety, to attend an Office Skills Diploma Course.

**102 grants given to the value of £33,654.35**