

Surrey Supported Employment Fund Guidance Notes

Aims

The Community Foundation for Surrey (CFSurrey) is an independent charitable trust, established to raise the level of giving to improve the lives of people across Surrey. Grants are allocated from a growing number of Funds established by individuals, families, trusts, companies and government to help meet local needs.

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 (SSE) was established 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.

In 2019, the Fund awarded 'pots of funding' to partner organisations to enable small grants to be given to their beneficiaries, in line with the Fund's aims. The Fund has worked with a number of organisations in this time and is now offering the opportunity for other organisations to become fund-holders.

Who can apply to become a fund-holder?

The normal CFSurrey eligibility criteria apply; more information can be found here <https://www.cfsurrey.org.uk/guidance>.

Priority will be given to organisations that have received funding from CFSurrey previously, and can demonstrate a trusted track record.

Organisations must support people with disabilities and/or mental ill-health. The organisation does not need to be focussed on employment as their charitable object, but should work closely with their beneficiaries, to be able to identify training and employment needs that may arise.

Who is eligible to apply for funding from a fund-holder?

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

Size of grants

The SSE Fund will consider awarding a grant-making fund of up to £2,000 in the first instance. The SSE Fund may consider large awards for future years.

For individuals applying to fund-holders, grants will largely be between **£10 - £300**. In exceptional circumstances, the SSE Fund may consider larger awards of up to £1,000. For requests above £500, we would request first-time fund-holders to seek further guidance from the SSE Fund Manager at CFSurrey before approving an award.

What can fund-holders award grants towards?

Items must be directly related to overcoming specific barriers to work. This could include:

- 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)

What cannot be considered for funding?

Funding is not normally available for anything that has already been paid for or has already taken place. Funding cannot be awarded for anything which is for a group of beneficiaries, or is not related to enabling access to employment or volunteering opportunities.

Why should you consider applying to become an SSE fund-holder?

By holding a pot of funding yourselves, you will be able to offer further support to your beneficiaries, without the time delays of having to apply or signpost the individual to other funding sources. Being a fund-holder enables rapid support to be given, and often the smaller requests can make the biggest differences; small requests which might not be considered by other funders.

You will be expected to have and/or develop a clear and trusted process for how you distribute funding to your beneficiaries, and CFSurrey can offer guidance relating to this. However, having funding available within your organisation will enable a further difference to be made to your beneficiaries.

Making an application to be a fund-holder

Complete the application form on the CFSurrey website by **9am on Monday 3 June 2024**.

Support and advice is available in making your application. We will be holding two Q&A sessions to share more information about the Fund, becoming a fund-holder, and answer any questions about the application process. Please email grants@cfsurrey.org.uk to request the link to join one of these online sessions;

- Tuesday 14 May at 11am
- Thursday 23 May at 2pm

What happens next?

Once your application form has been received, an email acknowledging receipt of your application will be sent to you. Please contact us if you have not received acknowledgement of your application.

Your application will be assessed against the funding criteria. Where appropriate, we will contact you to obtain any further information.

Applications will then be considered by the Trustees of CFSurrey and by the Surrey Supported Employment Fund Panel. We will consider applications in July/August 2024. We may invite to speak with the Fund Panel.

Once decisions have been made you will be advised in writing.

MEMBERS OF SURREY SUPPORTED EMPLOYMENT IN 2011 AND 2012

Action for Carers Surrey, Learning and Work
Service
(previously known as Action for Carers and
Employment)
Guildford, Surrey

Bentley Community Support Service
Banstead, Surrey

ChoicES Employment Service
Uckfield, East Sussex

Cranfold Jobseekers Club
Cranleigh, Surrey

Disability Initiative Services Ltd
Camberley, Surrey

EmployAbility
Woking, Surrey

ESRA Ltd (Employment Support Retraining
Agency)
Redhill, Surrey

Fredericks Foundation
Lightwater, Surrey

Freemantles School
Woking, Surrey

The Grange
Bookham, Surrey

Headway Surrey
Guildford, Surrey

Inspiring Enterprises
South West Surrey

Oakleaf Enterprise
Guildford, Surrey

Queen Elizabeth's Foundation
Leatherhead, Surrey

Richmond Fellowship
Leatherhead, Surrey

Surrey Chambers of Commerce Ltd
Woking, Surrey

Surrey Welfare Rights
Woking, Surrey

Southdown Supported Employment
Lewes, East Sussex

The National Centre for Young People with
Epilepsy (NCYPE)
Lingfield, Surrey

Treloar Moving On
Woking College, Surrey

UNUM Rehabilitation Services
Dorking, Surrey

Work Stress Solutions
Ewell, Surrey

White Lodge Centre
Chertsey, Surrey