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**Access to Work Grant Application Form**

Please read the criteria and guidance notes before completing this application form. They can be downloaded at [www.winchester.gov.uk/business/business-grants/access-work-job-seekers-grant/](http://www.winchester.gov.uk/business/business-grants/access-work-job-seekers-grant/)

For help and advice in completing this application form please contact:

Economy and Arts Support Officers (Carol Hussey and Zoe Sipsma)

Tel: 01962 848 196 or 01962 848 303

Email: businessgrants@winchester.gov.uk

This indicates a compulsory question 

**Section 1 – ELIGIBILITY**

**1. Do you live in the Winchester District? \***

You will be required to provide proof of address. A ward map of the Winchester District can be viewed at [www.winchester.gov.uk/about/ward-map](http://www.winchester.gov.uk/about/ward-map)

[ ] Yes [ ] No

If you do not live in the Winchester District you will not be eligible for this grant scheme.

**2. I have read the criteria of the Access to Work Grant scheme. \***

[ ] Yes [ ] No

You can access the Access to Work Grant criteria at <http://www.winchester.gov.uk/business/business-grants/access-work-job-seekers-grant/>

**3. I confirm that I have been unemployed for at least the last two months. \***

[ ] Yes [ ] No

If you have not been unemployed for at least two months immediately prior to application or starting your job, you will not be eligible for this grant scheme.

**4. I am registered with the Winchester District Employment Mentoring Service run by Sova.**

Find out more here: [www.winchester.gov.uk/business/employment/employment-mentoring/](http://www.winchester.gov.uk/business/employment/employment-mentoring/)

[ ] Yes [ ] No

**5. I confirm that I have been receiving Universal Credit, Jobseekers Allowance, Employment and Support Allowance, or Income Support, for at least the last two months. \***

[ ] Yes [ ] No

**6. Please specify which type of the above benefits you are or were receiving, and the dates.\***

|  |  |
| --- | --- |
| **Type of benefit** |  |
| **Date benefits started** |  |
| **Date benefits ended (if applicable)** |  |

If you have not been receiving benefits for at least two months immediately prior to application or starting your job, you will not be eligible for this grant scheme.

**7. I can provide evidence of intended expenditure. \***

[ ] Yes [ ] No

**8. I confirm that the items for which funding is requested have not been ordered, purchased or delivered, prior to the application or funding being agreed. \***

[ ] Yes [ ] No

Funding is not available for items already ordered, purchased or delivered.

**Section 2 – CONTACT DETAILS**

**1. Please enter your contact details. \***

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Address****Postcode** |  |
| **Date last in work** |  |
| **Name and address of last employer** |  |
| **Date new employment commences (if applicable)** |  |

We will contact you to ask for your date of birth. We need it to confirm with the JobCentre how long you have been out of work and on benefits for, but do not ask for it on this application form for data protection reasons.

**2. Please enter your employer’s contact details (if applicable). \***

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Type of organisation** |  |
| **Contact name** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Address****Postcode** |  |

**3. Which JobCentrePlus are you registered with? \***

**Section 3 – APPLICATION DETAILS**

You may wish to use a separate sheet to answer some of the questions below.

**1. How much grant funding are you applying for? \***

The maximum grant is £1000.

**2. What do you intend to spend the grant on? \***

Please include evidence of intended spend, for example a print-out from a catalogue or link to a webpage. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost** | **Evidence attached?** | **Link to webpage (if applicable)** |
|  |  | [ ] Yes[ ] No |  |
|  |  | [ ] Yes[ ] No |  |
|  |  | [ ] Yes[ ] No |  |
|  |  | [ ] Yes[ ] No |  |
|  |  | [ ] Yes[ ] No |  |
|  |  | [ ] Yes[ ] No |  |
| **Total cost:** £ |

**3. Why do you need this grant? \***

**4. How did you hear about Winchester City Council’s Access to Work Grant?**

**Section 5 – DECLARATION**

**I declare that the information supplied is correct.**

**I have attached the following (please tick):**

[ ] Proof of address \*

[ ] Evidence of intended spend \*

**I consent to Winchester City Council discussing my application and employment and benefit status with JobCentrePlus.** \* **(please tick)** [ ]

|  |  |
| --- | --- |
| **Signature of applicant \*** |  |
| **Name of applicant (please print) \*** |  |
| **Date of signature \*** |  |
| **Signature of employer \*** |  |
| **Name of employer (please print) \*** |  |
| **Date of signature \*** |  |

**Data Protection Statement**

Any personal data you supply on this application form will only be used in connection with the Winchester City Council Access to Work Grant Scheme, including passing details on to Job Centre Plus for verification.

The completed form should be emailed to businessgrants@:winchester.gov.uk, or posted to:

Economy and Arts Support Officers, Economy and Arts Team, Winchester City Council, City

Offices, Colebrook Street, Winchester, SO23 9LJ.