

Journey to Employment: Application Form

Thank you for applying to deliver a Journey to Employment (J2E) Job Club.

To assist you in completing this form we have created some guidance notes. Accessible versions of this form and the guidance notes are also available.

Please read the guidance notes before you complete this application form. They contain useful information about the application process, J2E Job Clubs and the Community Employment Specialist (CES) role.

If you have any questions about your application please contact us by emailing JOURNEYTO.EMPLOYMENT@DWP.GSI.GOV.UK

Your contact details

Name of your organisation:

Name and position in the organisation of the person completing this form:

Postal address:

Telephone number:

Mobile phone number:

Email address:

Organisation website:

1. About your application

Please note only the lead organisation responsible for the delivery of the J2E Job Club can make the application.

1.1 Is this a partnership/joint application? Yes / No

If yes, please answer questions 1.2, 1.3 and 1.4. If no, please proceed to section 2.

1.2 Are you the representing the lead organisation? Yes / No

1.3 Please list the name(s) of the organisation(s) who you are working with to deliver the J2E Job Club and explain how the partnership will work:
(150 words max)

1.4 Is/are the organisation(s) you are working in partnership with one or more of the following:

- | | |
|---|----------|
| • A Disabled People's User-Led Organisation (DPULO) | Yes / No |
| • A Voluntary Sector Organisation (VSO) | Yes / No |
| • A charity | Yes / No |
| • A social enterprise | Yes / No |
| • A Community Interest Company | Yes / No |
| • A non-profit organisation | Yes / No |
| • An employee or member-owned organisation | Yes / No |
| • Other (please specify) | Yes / No |

2. About the lead organisation

2.1 Are you:

- | | |
|--------------------------------|----------|
| • A DPULO | Yes / No |
| • A VSO | Yes / No |
| • A charity | Yes / No |
| • A social enterprise | Yes / No |
| • A Community Interest Company | Yes / No |
| • A non-profit organisation | Yes / No |
| • Other (please specify) | Yes / No |

2.2 Does your organisation have public liability insurance? Yes / No

3. Funding

3.1 Can you confirm that your organisation has not received funding for this particular project/activity from the UK Government or Devolved Administrations? Yes / No

3.2 If yes, can you confirm that this project/activity is over and above what your organisation is delivering with any funding from the UK Government or Devolved Administrations? Yes / No

3.3 Have you received or applied for funding from either the Community Support Fund, Strengthening DPULOs Programme Facilitation Fund¹ or the J2E Funds before? Yes / No

If yes, please provide your reference number(s):

¹ Question only applicable to England-only organisations pre-July 2012

- 3.4 Please provide confirmation that you are applying for the funding as the lead contact for the organisation and have regularly audited accounts that could be made available on request:
- Yes / No
- 3.5 Please confirm you can receive payment of any award made to deliver the Job Club:
- Yes / No
- 3.7 Please provide confirmation that you have read and understand your obligations with regards to de minimis awards received, (see **Section 4.3** of the guidance notes)
- Yes / No
- 3.7a What is the total amount of de minimis aid your organisation has already been granted during the previous two fiscal years and the current fiscal year?
- 3.7b Please confirm that the amount of grant funding applied for will not result in the total amount of de minimis aid received during the previous two fiscal years and the current fiscal year exceeding €200,000:
- Yes / No
- 3.8 Please confirm that you will retain details of this grant and produce it on any request by the UK public authorities or the European Commission:
- Yes / No
- 3.9 Please confirm that you will retain records for six years after the last day of the grant period and will be subject to the requirements of the Freedom of Information Act 2000:
- Yes / No

4. Your J2E Job Club location

Please note:

Your Journey to Employment (J2E) Job Club must be delivered from a location close to the designated Jobcentre in your area.

If your organisation is not located close to the designated Jobcentre please identify an alternative location for delivery of your J2E Job Club.

Please contact the J2E team if you have any queries about the location of the designated Jobcentre in your area.

4.1 Please state which Jobcentre your J2E Job Club will support:

4.2 Please detail the location of your proposed J2E Job Club site:

5. Delivering outcomes

In this application you will need to demonstrate how you will deliver:

J2E Job Club

A series of 8 J2E Job Club courses, each course will run for 12 weeks and provide a mix of:

- person centred planning to identify personal goals and support to achieve them
- group or one-to-one mentoring, coaching and training
- support to overcome barriers to employment
- condition management
- confidence building
- work ready activities – including job search and IT access support

Employment Hub

Following the completion of the first 12 week J2E Job Club course, you will be required to deliver a weekly Employment Hub for participants. The Employment Hub will provide a social drop-in space for on-going peer support, mentoring and employment ready activities.

Employer engagement

J2E Job Clubs will be required to actively engage with local employers to change attitudes to employing people who have a health condition or disability and secure work experience and vacancies for participants.

In-work support

Offer a mentoring and budding support for participants who they have supported into employment and help them settle into the new job and work through any worries or concerns.

Please see **Sections 3 and 4** of the guidance notes for the aims and objectives of the J2E Job Club.

5.1 How will you deliver your 12 week J2E Job Club courses?

Please include the course structure and planned modules.

(300 words max)

5.2 How will you deliver your weekly drop in Employment Hub to ensure on-going peer support and mentoring for participants?

(300 words max)

5.3 Please provide an overview of how you will engage with local employers and obtain work experience opportunities for participants?
(300 words max)

5.4 Please details of how you will provide in-work support to participants who move into employment following completion of the J2E Job Club?
(300 words max)

6. Community Employment Specialist (CES)

Each J2E job club will be overseen by a Community Employment Specialist (CES). The Community Employment Specialist is a key role and will be required to work within the J2E Job Club, in the Jobcentre and with local employers. Please see **Section 8** of the guidance notes and **Annex 2** for a full job description.

Please note the CES must have:

- a lived experience or expert knowledge of disability
- excellent communication skills and the ability to work independently
- a good knowledge of the issues disabled people and those with a health condition face in securing and retaining employment

6.1 What processes will your organisation put in place to ensure you recruit the right person to deliver the Community Employment Specialist role?
(200 words max)

6.2 How will your organisation ensure the Community Employment Specialist delivers the three elements of the role:

- working in the J2E Job Club,
- working in the Jobcentre to support referrals
- working with employers?

(200 words max)

6.3 Please provide details of the management processes your organisation will put in place to support the Community Employment Specialist in delivering their role?

(200 words max)

7. Delivering your proposed J2E Job Club

7.1 Please state the total amount of funding you are applying for:

7.2 Please use the Project Plan template contained at **Schedule 1** to tell us your proposed key activities, outputs and associated timescales. Please refer to the J2E Job Club delivery model at **Annex 1** of the guidance notes for more detail.

7.3 For each activity and associated output(s) please use the Budget Breakdown template contained at **Schedule 2** to detail the funding required.

8. Developing communities and working in partnership

The J2E Job Club encourages organisations to build and develop local partnerships to enable the delivery of the J2E Job Club and offer holistic and person-centred support to participants. Organisations will be expected to build partnerships with:

- Other local organisations
- Disabled People's User Led Organisations
- Local employers
- Local Authorities

8.1 How will you build and develop local partnerships to enable you to deliver your J2E Job Club and support participants?

(200 words max)

8.2 An essential role for the Community Employment Specialist will be to work with work coaches in Jobcentre Plus.

Does your organisation have a good working relationship with Jobcentre Plus?
Yes / No

If yes, how will you strengthen this relationship?

If no, how will you develop this relationship?

(200 words max)

9. Confirmation

I confirm that if my application is successful I am happy for details of my award and my organisations name and any partner names to be published and used in press releases to publicise the fund.

Yes / No

This application form has been completed and authorised by:

Signature:

Print name:

Position:

Organisation:

Date:

11. Sending us your application

Your completed application form should include all of the following:

- This application form
- Letters of support
- A completed Project Plan (Schedule 1)
- A completed Budget Breakdown (Schedule 2)

Once you have completed your application form, please send it to the J2E team by:

- Email: JOURNEYTO.EMPLOYMENT@DWP.GSI.GOV.UK
- Post: Journey to Employment Team, Ground Floor, Caxton House, 6-12 Tothill Street, London SW1H 9NA

You will receive confirmation from us that we have received your application within 7-14 working days.

Journey to Employment Application: Schedule 1 – Project Plan**Name of your organisation:**

Please complete this project plan template to tell us more about your proposed project in more detail (to answer **Question 7.2** of the application form). Please add further rows as necessary for any additional activities you plan to deliver.

Activity	Output	Timescale
1. J2E Job Club <i>Including venue hire, IT</i>		
2. Employment Hub		
3. Employer engagement		
4. In-work support		
Other activities:		
5. The Community Employment Specialist		
6.		
7.		

Journey to Employment Application: Schedule 2 – Budget Breakdown

Please provide a breakdown of the estimated costs covered by any funding awarded (to answer Question 7.3 of the application form). Please consider your delivery of:

- The J2E Job Club
- The Employment Hub
- Employer engagement
- In-work support

Please add further rows as necessary:

Area of expenditure	Budget (UK sterling)
1. Community Employment Specialist (CES) salary	
2. Recruitment costs	
J2E Job Club running cost including:	
3. J2E Job Club activities	
4. Employment Hub activities	
5. Training	
6. IT costs	
7. Management costs	
8. Venue hire	
Other Costs:	
	Total:

This budget breakdown has been completed and authorised by:

Signature:

Print name:

Position:

Organisation:

Date: