



## Application Form

S4B **Works For Me Fund** helps tenants overcome barriers in finding work. The funding can be used for the following types of support and more:

- ✓ **Fees for a training course**
- ✓ **Gaining a certificate or license**
- ✓ **Essential uniform or equipment**
- ✓ **Travel expenses for first month at work/ volunteering**

Unfortunately we can't support laptops, courses without a clear route to work, ongoing expenses and items already purchased.

It can take up to 3 weeks to administer funding so please submit your application as soon as possible.

### Criteria

Anyone who lives in a S4B property can apply for this funding. We provide small amounts of financial support (usually under £100) to help tenants, although you can apply for up to £500 in exceptional circumstances. You can only receive this funding once.

### Application Process

Contour Homes will assess your application and send a response within 5 days of receiving your application (please note funding is limited so therefore not all applications will be successful).

Successful applicants will sign the terms and conditions and provide the relevant bank details. Where possible we ask that we pay funds directly to the organisation you are getting support from. **Please note, once we have received your bank details it can take up to 10 working days to transfer the funding.**

### Successful applicants must

- Sign the terms and conditions form
- Provide a copy of ALL receipts
- Complete a short evaluation after you have achieved your goal, which might be used for media marketing purposes.

**If you need any help completing this application form please contact a member of the Community Investment Team on 0300 555 0128**





Name

Address

Phone number

Email

**1) What are you applying for?** (Please explain in detail what the opportunity is)

**2) How will this funding help you into work?** (Please include your current employment status and what difference this opportunity will make)

**Expected outcome following funding support (please tick relevant box(es):**

Paid employment	<input type="checkbox"/>	Basic skills qualification	<input type="checkbox"/>
Work related qualification	<input type="checkbox"/>	Self employment	<input type="checkbox"/>
Work experience / development	<input type="checkbox"/>	Other (please state)	





3) How much funding are you applying for? £

Please provide a breakdown of ALL costs and quotes (including where you are purchasing from)

4) Are any other organisations helping to fund this project? Yes No  
If Yes, please say who and what amount?

5) How did you hear about the Works For Me Fund?

**Please note:** As part of this application you are required to provide evidence from the opportunity you are applying for e.g. confirmation that you have a place on a training course or offer of employment if you need uniform/ travel expenses.

I certify that the information given in this application form is true and accurate

**Signature**

**Date**

**Please return your completed application and supporting evidence to:**

S4B Community Team or  
Community Investment Team, Contour Homes  
Quay Plaza 2  
1<sup>st</sup> Floor - Lowry Mall  
Salford Quays  
M50 3AH

Contour Homes is committed to preserving your privacy. We will endeavour to ensure that your rights under the data protection legislation are preserved at all times.

