THE PRISONER FUNDER
Directory 2015

A guide for prisoners and ex-offenders seeking funding support for personal development and resettlement purposes
THIS DIRECTORY IS:

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A copy of the *Prisoner Funder Directory 2015* will be included in each bundle of the March 2015 edition of *insidetime* sent to the librarian of every prison in the UK.

For the sake of readability many of the website links that appear in the printed version will only take you to the source’s homepage. If you are able to use the online version of the directory you will be able to click on the full links which should take you straight to the referenced website pages.

The online directory is updated throughout the year and it is possible to use the search and filtering functions in order to gain easier access to information on organisations that may be able to help you. To access the directory online, visit the website [www.prisonerfunder.org.uk](http://www.prisonerfunder.org.uk)

A pdf version of the directory is also available on the Virtual Campus in over 100 prisons that subscribe to the Virtual Campus.

The Virtual Campus is a secure web-based service that allows access to a wide range of learning and resources. For further details of the Virtual Campus and how you may be able to access it, please speak to the local Virtual Campus Champion in your establishment or the local Education Manager.

Cover photos left to right:

1) Young offenders hang-out outside their cells on K wing of the YOI, HMP & YOI Littlehey.

2) Prisoners make calls to family members from the pay phones on E wing of HMP Wandsworth.

3) A prisoner selects a philosophy book from the shelf in the prison library, HMP Holme House.
DEDICATION

I would like to honour the memory of two people whom I was fortunate to know, who worked steadfastly during the latter part of their lives to improve opportunities for prisoners seeking to equip themselves to live fulfilling and law abiding lives upon release.

They are:

**Guy Armstrong born 1918, died 2002**
The Founder, The Hardman Trust

**Keith (Toby) Bromley born 1912, died 2003**
The Settlor, The Bromley Trust

Ian Wilson
Co-ordinator
The Prisoner Funder Directory Project.
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DIRECTORY SPONSORS AND SUPPORTERS

MAIN SPONSOR

In 1989 Toby Bromley set up The Bromley Trust which he termed ‘the most important work of my life’ committed to ‘offset man’s inhumanity to man’. He endowed The Bromley Trust with much of his fortune, built up by a life-time of shrewd commerce and investment. The Bromley Trust continues to support charities concerned with Human Rights, Prison Reform, and Conservation and Sustainability.

We have been fortunate to receive three generous donations in 2014. We are very grateful to The Bromley Trust, Roast Restaurant and to one other kind donor for enabling us to publish the 2015 edition of the Prisoner Funder Directory.

We would also like to thank Inside Time for helping us reduce the cost of distribution and advertising.

If you would like to help pay for the production of next year’s Prisoner Funder Directory, please issue your cheque to ‘The Hardman Trust’ and send it with a covering note specifying that the money is to be used for the PFD to:

Ian Wilson, Co-ordinator
The PFD Project

c/o The Hardman Trust

PO Box 108

Newport
Isle of Wight

PO30 1YN.

Any donation, however small, will be gratefully received and acknowledged.
Every year the production and distribution of the Prisoner Funder Directory is made possible as a result of the generous efforts of so many people.

I would like to thank:

Teresa and her Trustees at the Bromley Trust, for backing the directory project from the beginning and for continuing to support it; the Trustees and Directors of the other donor organisations who agreed to provide the necessary funding for this edition of the PFD; Kate and Teresa who, as members of the PFD Management Group, have given their time and expertise to develop the strategic plan for the PFD project and have offered access to new networks that may help in the funding, distribution and promotion of the directory; the Trustees of the Hardman Trust for agreeing to host the directory project;

Administrators and front line staff at all the organisations who took the trouble to provide accurate and current information on the material support they provide; Barbara, at Citizens Advice, for organising permission for us to use CAB material on Universal Credit and the Budgeting Advance; Suzan at PET for her work researching and then checking the section on education funding in England and Wales; Lee from the St Giles Trust for updating the section on Housing which is included as it clearly has a financial aspect to it; Ian at NOMS for offering a new foreword to this edition; Paul at NOMS, James at SPS and Valerie at Northern Ireland Prison Service for checking the Prisoners’ Money and Prison Service Administered Support sections; Jim at SPS for his input in the Education and Training section;

Andrew of Andrew Aitchison Photography who again has provided such excellent photos; David at Wolf Design and Anthony, Sam and Tom at AFX Design and Nicholas and his team at Ludo Press who worked together to make this an attractive publication; John at Inside Time who has allowed us to have a copy of the directory delivered with every bundle of the newspaper ‘insidetime’ to all the prisons in the UK free of charge;

Each of the prisoners and staff members, who will know who they are, who took the trouble to participate in the PFD Survey or to write in with their very helpful comments and feedback. I would also like once again to thank Bruce, a prisoner, for the hours he spent proof-reading the text and a prisoner from the same establishment who carefully critiqued the directory which spurred me to re-order the sections.

Ian Wilson. 20th December 2014.
I am once again delighted to introduce the latest edition of the Prisoner Funder Directory. This directory is an excellent resource for prisoners who are planning a journey through the gate and into a new life. It is also heavily used and greatly valued by staff supporting them at this time.

Make no mistake, this is an essential reference book if you want to access funding for training, assistance in setting up as self-employed, or to access mentoring and other sources of practical advice and support. The Hardman Trust presents a host of opportunities, including numerous funders who will readily accept prisoner applications to assist with their personal development and resettlement goals. It can often only take a small amount of support to get things moving in the right direction and this directory offers many organisations to consider for a variety of circumstances and aspirations.

Managing and presenting information of such a diverse and changeable nature must be a major challenge, but the Prisoner Funder Directory with its regular updates provides it in a completely practical and accessible way.

The Prisoner Funder Directory is also an invaluable resource for all staff working to support resettlement and will be of great benefit to all our new providers of resettlement services joining the criminal justice system in 2015. Please do make the most of this directory.

I am very grateful to the staff of the Hardman Trust and other organisations who have produced this directory, to the Bromley Trust and other donors who have made it possible, and to all the funders it lists, for supporting prisoners who are determined to make a fresh start.
Introduction
THE CONTEXT

Our Aim.

The Prisoner Funder Directory (PFD) published by the Hardman Trust, aims to meet the need of prisoners and ex-offenders for accurate, up-to-date information on the funding available to those who are seeking to rebuild their lives and to contribute in a productive way to their home communities as part of an effective resettlement.

This is a guide primarily for prisoners. However, many of the organisations included will also provide grant or loan aid to a wider group of applicants which may include those serving sentences in the community, ex-offenders and the families of prisoners and ex-offenders. Some organisations, for example those listed in Section 2 of this directory, will not provide grants or loans but may be able to offer information or advice on money matters that could nonetheless be useful to you.

Your Offers of Help.

It was again good to hear from prisoners, prison librarians, probation officers and others. May I assure you your comments and suggestions continue to be very much appreciated. Please do continue to write in offering your observations. I would, as always, be keen to hear of any funding organisations that have provided you with a grant or loan but do not appear in this directory, so that I can contact them and see if it is possible to encourage their inclusion in the next edition.

Please help spread the word that copies of the PFD are available in your library.

We, at the Hardman Trust, are very keen to receive your ideas on how to improve this directory however we are not, unfortunately, able to offer you personal funding advice.

If you would like to contact me write to:

Ian Wilson
Co-ordinator, PFD Project

c/o The Hardman Trust

PO Box 108

Newport
Isle of Wight
PO30 1YN.

Or, if you have access to the Internet, email ian@hardmantrust.org.uk
**PRISONERS’ MONEY**

**OUTSIDE ACCOUNTS**

Nothing happens to the prisoner’s outside bank account as a direct consequence of being given a custodial sentence, unless the offender is subject to a confiscation order, in which case any bank accounts are ‘frozen’ from the onset of the investigation.

If there is a likelihood of the prisoner being able to meet outstanding commitments whilst in prison by means of money already in his or her account, there is no legal requirement for him or her to contact the bank notifying them of their position. If there are direct debits or standing orders set up that cannot be met, the offender should notify the bank as soon as possible in order to avoid incurring unnecessary debt. If the prisoner does not have an outside bank account and wishes to open one whilst in prison there are a number of obstacles, which currently at least in some circumstances may be impossible for the prisoner to overcome. **If you are in England, Wales or Scotland** and viewing this directory online, to see some of the ways it is possible for a prisoner to open an outside bank account pre-release, simply click ‘here’ to be taken to the review of a project at HMP Forest Bank, published by John Moores University, Liverpool. Many establishments across the prison estate now have partnerships in place to enable prisoners (subject to eligibility) to open a basic bank account prior to release.

By the end of 2013, all prisons in **England and Wales** which needed one had a relationship with a commercial bank which will enable eligible offenders to open an account. Further work is being done by NOMS to extend access to credit union savings accounts for offenders, particularly those serving a longer term sentence who may wish to save while in custody and guidance on how to establish a relationship with a credit union was issued by NOMS in 2014.

**PRISON ACCOUNTS**

Whilst in custody prisoners are not allowed to have money on their person. Prisoners are allowed to receive and spend money within laid down rules and are also paid earnings for the work they do. Upon initial reception money will be counted in front of the prisoner and taken to the Cashier. In England and Wales the amounts will be credited to the account assigned to each prisoner using their NOMS number.

In prisons in England, Scotland and Wales, an advance will be issued to those offenders who arrive with insufficient funds. However in England and Wales prisoners will only be credited with an advance of earnings to cover their First Night induction pack, which includes either a smoker’s or non smoker’s pack and a PIN number with credit on enabling calls to be made immediately, at initial reception. If a prisoner has funds to cover part of the cost then only the difference may be advanced. He/she is expected to pay the advance back.
In England and Wales, the pay back may be set at, for example, 50p a week. In Scotland, the money is paid back from wages in the last week of the sentence.

In prisons in Northern Ireland, all offenders are given £3.00 on committal so they can purchase a committal pack. They are also allowed to make a phone call.

In prisons in England and Wales, there are three types of account which are opened automatically upon a new prisoner’s arrival:

- Spending account
- Private cash account (referred to as PPC (Prisoner’s Personal Cash) account in Scotland
- Savings account. Must be used if requested by the offender on the understanding that any money credited to this account must remain there until release. Credits to savings can only be made using the spending account.

All wages earned within the establishment are credited to the prisoner’s spending account. In addition a specific amount of money depending on whether the offender is unconvicted or convicted and what IEP level (Enhanced, Standard, Entry or Basic) they are on, can be transferred from the private cash account to the spending account on a weekly basis (subject to sufficient funds). Friends and relatives can send money in to the prisoner. It will be placed in the private cash account. There is no limit as to how much money can be held in the private account. However, it is recommended that once the sum reaches £500 or over it should be sent to an outside bank if possible.

For more information on IEPS (Incentives and the Earned Privilege Scheme) see www.prisonersadvice.org.uk/DOCS/INFORMATION/IEPS_001.pdf

In all jurisdictions, when a prisoner is transferred to another establishment, there is an electronic transfer of the prisoner’s money.

In prisons in Scotland, there are two types of account which are opened automatically upon a new prisoner’s arrival:

- Spending account
- Prisoner’s personal cash (PPC) account.

For transfers between public sector establishments and from public sector to contracted-out establishments the account balances are transferred immediately and are active as soon as the offender is received into the new establishment. Physical transfer of funds is also electronic and completed within the following 24 hours. For transfers from contracted establishments the public sector establishment will liaise with the contracted site who will confirm by fax or email the account balance at the point of transfer. This will then be credited to the prisoner immediately in advance of the funds arriving.
In general, statements of accounts are not automatically generated. Any request for a print-out can be made on a general application form and may be subject to a small charge such as 10p. The private cash and spending accounts are emptied the day before release and if the prisoner wants the funds to be presented as cash. It is counted and signed for by the prisoner when it is handed to him or her on the day of release. Amounts over £100 will be presented in cheque form unless the prisoner requests cash. This request must be made in advance of the day of release.

**Income**

The weekly allowance for a prisoner without a job is £2.50 on the condition that purposeful activity is not refused. If employed, the minimum employment rate is £4.00.

However, the level of the wage above this amount is entirely dependent on the local policy of the prison. The amount earned is often below £10 per week.

Prisons have varying degrees of flexibility with regard to the outside contracts that they undertake. It may be that prisoners employed within a workshop may be able to access the enhanced rate of pay within such workshops. However the maximum payable will not exceed the set thresholds which are regulated by tax legislation and the constraints that this enforces on the prison estate in general.

Prisoners who are coming to the end of their sentence and who are working outside with a view to becoming prepared for release, will be subject to pay tax and National Insurance contributions if they are earning enough to qualify to make these payments. With the commencement of parts of the Prisoners’ Earnings Act on 26 September 2011, prisoners who are undertaking paid employment at an outside employer are subject to a levy of up to 40% on wages in excess of £20 per week (after tax, National Insurance and any court ordered or child support payments have been deducted). The levy is applied to all those who fall within the definition but at the Governor’s discretion the rate of the levy may be reduced or waived if there are exceptional circumstances. Monies received from the levy are paid to Victim Support.

**Income**

The weekly allowance for a prisoner without a job is around £5.00. If employed, the average employment rate is around £7.00. However, the level of the wage above this amount is entirely dependent on the type of work available at the prison. The amount earned is often below £10 per week but can be as much as around £18 in performance managed work areas.

**Income**

Progressive Regimes and Earned Privileges Scheme (PREPS)

Note: This system is currently under review and therefore the information may be subject to change.
PREPS underline the Prison Service’s investment in preparing prisoners for release by encouraging, motivating, supporting and rewarding them for:

- Working to an agreed Offender Management plan
- Demonstrating good behaviour within the prison and compliance with prison rules
- Engaging activities as identified in their plan
- Addressing offending behaviour
- Reducing their risk of offending.

PREPS privileges and incentives are allocated according to three different regime levels: Standard, Enhanced and Basic.

All offenders entering custody will join the scheme at Standard and receive £4.00 per week for the first four weeks.

After four weeks if their behaviour is deemed acceptable they will receive £11.00 per week.

IPC accounts will be limited to a maximum of £500.

Money for offenders can be left at visitors’ reception by a visitor within the limits of the offender’s account. No money for any offender will be accepted by post.

**FINANCIAL CAPABILITY TRAINING**

**The National Institute of Adult Continuing Education** (NIACE) has produced a free resource entitled, *Let’s Talk about Money* which comprises basic information that will help people including prisoners, improve their money management skills. It can be downloaded from [www.letstalkaboutmoney.org.uk](http://www.letstalkaboutmoney.org.uk)

Many prisons provide some form of financial capability training which may be incorporated into life skills courses.

**The Consumer Council for Northern Ireland** is an independent consumer organisation, working to bring about change to benefit Northern Ireland’s consumers.

They represent consumers in the areas of transport, water and energy. They also have responsibility to educate consumers on their rights and responsibilities and to equip them with the skills they need to make good decisions about their money and manage it wisely. A range of practical guides such as budget planners, electricity and gas calculators and insurance guides are available via their website or you can telephone to request a copy.

All Consumer Council contact details are included in the booklet *Financial Capability for Offenders, their Families and Victims.*

Click ‘here’ to view it.
GETTING THE SUPPORT OF A MENTOR

There are a wide range of mentoring services working with offenders and ex-offenders both in prison and in the community.

A mentor can help you to: explore your attitude towards crime, prepare for release, overcome barriers, provide a balanced perspective and inspire and motivate you.

Mentoring is when one person (the mentor) supports another to enable them to make positive changes in their life. This might be support around getting a job or education, children and families, housing, drug or alcohol issues, managing your finances and debt, and helping to build confidence and self-esteem. Mentoring is sometimes also described as befriending or buddying and may include peer support/advice.

Mentors are usually volunteers who offer their time freely and are trained to offer support. Some mentoring services may have mentors who will meet you in prison before release or who will meet you at the gate. Some may have mentors who are ex-offenders, with their own experience of being in prison, and who are now living crime-free.

How can I get a mentor?
To find out more about mentoring support available visit the justmentoring website (www.justmentoring.org.uk) or ask someone to visit this website for you. You can also access justmentoring on the Virtual Campus in prisons.

You can search for mentoring organisations across England and Wales that may be able to provide you with a mentor. You, or someone supporting you, can make a referral or enquiry directly through the justmentoring site to access mentoring support.

You can also find out more about mentoring through the real life stories on the site from offenders who have benefited from mentoring and started to turn their life around.

Jeanette Boyd - Project Manager, Mentoring and Befriending Foundation

Shannon Trust – Every Prisoner a Reader: The Shannon Trust Reading Plan is a simple and effective way of helping people learn to read. The trust trains prisoners who can read to help those who need help to become confident readers. The Reading Plan operates in prisons in Wales, England or Northern Ireland. If you know someone who struggles to read please let them know about the help they’ll be able to get from another prisoner who’s been trained to be a Shannon Trust Reading Plan Mentor.

Lorna Felix - Head of Operations, Shannon Trust
WHO ARE THESE EX-OFFENDER FRIENDLY EMPLOYERS?

James, the boss of Timpson, the high street key cutters and shoe repair shops, says clearly “I recruit personalities”.

There are many UK employers who not only employ ex-offenders, but actively recruit them via both workshops in prisons and direct applications. Your conviction is not the barrier you might think it is, and bosses like James, talk openly about the chance to help ex offenders learn new skills, and build careers.

Other employers like PLIAS, see unique value in employing ex offenders. Don’t underestimate your skills, and what your experiences are worth. As Tom at PLIAS says, “Kim offers a deep understanding of what some of the challenges the barriers and the feelings and emotions that people will face coming out of prison because she’s been there.”

Some of the UK’s biggest companies employ ex-offenders, you’ll recognise most of the names, and they are all very clear about the benefits to both the company and the job seeker.

We have seen some real success. We are about to open our fifth prison workshop and 16 of our shops are now managed by people recruited from prison —John Timpson

Timpson employs more prison leavers than any other company in the UK. Greggs deliver training skills courses for offenders and ex-offenders, and DHL work in prisons themselves, allowing prisoners to gain work experience as well as, crucially, a qualification.

DHL hope that this kind of scheme will help ex-offenders to break the cycle of crime. A number of those who have been through the programme, and have since been permanently released, are now employed full time within DHL.
“Offenders follow the relevant selection process and are treated in the same way as other candidates,” explains Trish Hopkinson, from DHL. “The process is fully supported by both the company and the prison, and requires a high level of motivation and commitment from the offender.”

Outside of prison, many companies actively remove discrimination from the application process for ex-offenders. It’s important to remember that this means you’ll be treated equally during the application process, and won’t be singled out for your past. It doesn’t, however, mean that you’re guaranteed a job.

First Direct, The Co-Op, Marks & Spencer and Virgin are some of the big UK names who employ ex-offenders, as well as those mentioned above. Virgin boss Richard Branson says “it’s about awareness, employers need to be aware of the positives of taking on people who have been in prison. Our experience shows that people from prison, if properly selected, will prove to be just as reliable as recruits who come from elsewhere. It is their personality that matters most.”

In order to try and make sure ex-offenders get the most positive start to their applications, a number of companies have signed up to the Ban The Box campaign, to give people a second chance by removing the tick box from application forms that asks about criminal convictions.

As both Kim and Patric discovered, volunteering can be a valuable third route into work. During his time as a manager at the YMCA Patric found that the deciding factor in giving ex-offenders an interview was whether they had volunteering experience on their CV.

Volunteering is a great way to learn new skills and get a recent reference. It will also get you out and about and meeting new people who may be able to offer you work or recommend you to possible employers. Often jobs aren’t advertised so word of mouth is a good way to find work. Volunteering will also give you an opportunity to prove yourself to potential employers first, which can encourage them to look beyond your convictions and see you as you are now.

Social Enterprises, like Camden Garden Centre offer a number of “trainee” places to people who have had to face difficulties and disadvantage in life, and Blue sky, only employ ex-offenders. By offering a proper job with a proper company, Blue Sky aims to break the cycle of re-offending and help change what people may think about about ex-offenders.

Mike Jackson, from Camden garden Centre, says that although the centre is a proper business, the profits are put back into the charity that runs it, and so his particular job is to look for trainees who have had trouble accessing the job market, like ex-offenders.

Through volunteering, some ex-offenders have managed to turn their skills into a career, and even their own business. Alfred says that he is now more open to the different opportunities available to him. “Formulating my business, being given that confidence to go out and network with other organisations, I decided to turn the mentoring into a business simply because I’ve actually been in this situation before.”

*This article was written by Prospects Services and has been reproduced with their kind permission.*
**HOW TO USE THIS DIRECTORY**

Getting funding support is generally not easy. It is becoming ever more difficult for people in need. It can be especially difficult finding funding support from inside prison.

If you have picked up this book and you are looking for money you may wish to turn immediately to Section 1. Each page in this part of the directory either refers to, or describes in some detail, a fund that you may be able to apply to for money for a particular purpose.

In this directory all the funds will accept applications from either individual prisoners or ex-offenders or both, but each fund has restrictions. Only certain prisoners or ex-offenders who meet the conditions of the fund can apply.

**IMPORTANT**

When viewing the pages showing more detailed description, only apply if:

1. You are in the right geographical area where the fund operates as shown in the yellow band

2. You fit the description in the ‘Who can apply’ sea green band, and if in this section its says someone must apply on your behalf, make sure that the right person does

3. You want something that appears in the ‘What can be funded’ blue band.

The funds in Section 1 are arranged according to a particular broad category. Some will provide money in more than one broad category. The categories are: Education, Training, Preparing for Work; Art; Becoming Self Employed; Housing; Emergency.

**Other than for an unforeseen emergency, do not leave your application to the last minute – give yourself plenty of time** especially if the course, equipment and materials are expensive. Finding funds at short notice is extremely difficult and almost impossible. Some funders have a rolling grant-making programme and, provided you make a satisfactory application, you will receive a decision within a few weeks. It is possible however for decisions to take anything up to nine months.

**Do keep a copy of your letter and/or your completed form** so a second copy can be made if, for whatever reason, the original is lost. It is also useful to have a copy for future reference as you may be asked to provide further information by letter or, during an interview, to expand your proposal.
The availability of contact details.

Please note that the contact details shown in the Prisoner Funder Directory are those available to the general public. This may in some cases make applying more difficult if you are in prison, given the restrictions connected with the use of phone or the internet. Further information on the various funds may be easier to access by phone or by going on the internet on a home leave or once you have been released. The Prisoner Funder Directory is available online at www.prisonerfunder.org.uk and by running your cursor over the text you will see that it contains many hyperlinks that will take you quickly and easily with just one click of the mouse, to further information.

....And finally, reporting back to your benefactor.

Almost all funders like to receive a progress report from their successful candidates, so do take the time to let them know how the funds were used. This report may include both successes and setbacks with your course or activity. Maintaining contact like this may place you in a better position to make a second application for money from the same funder at a later date. You will see some extracts from letters from successful candidates scattered throughout the directory.

Organisations receive a large number of requests for money and/or help so do not be too disappointed if you are not successful. The trick is to draw up a list of those charities you may be eligible to apply to and to approach as many of them as possible. However there is still no guarantee that you will be successful, but it does give you a better chance of receiving some help. It is also common when money is tight for the grants or funds to be quite small which is another reason for approaching more than one organisation, as a few little grants can make up the sum you are looking for.
LIST OF FUNDS BY CATEGORY OF PURPOSE

The funds are arranged according to a broad category in sections. Some funds may be available in more than one broad category.

The funds typed in bold tend to be provided either directly, or indirectly via a Government Agency and may therefore be large.

The fund in italics in several categories, which is specifically available to prisoners or ex-offenders, is provided by one of the larger prison charities and therefore may be significantly larger than the others listed below it.

EDUCATION, TRAINING, PREPARING FOR WORK

24+ Advanced Learning Loan
Bursary Fund
CFO Discretionary Access Fund (DAF)
Discretionary Learner Support
DWP Flexible Support Fund
Maintenance Grant
Maintenance Loan
Professional Career Development Loan
Student Loans Company
University Hardship Fund
Prisoners’ Education Trust (also art materials)
Al-Mizan Charitable Trust
Bishop David Shepherd Tenth Anniversary Trust
Blantyre House Vocational Fund
Bucks Association for the Care of Offenders (BACO)
City and Guilds - Bursary
Construction Youth Trust - Bursary
Crisis Changing Lives Grant (also business startup)
The Duke of Edinburgh’s Award - DofE Aldo Trust Bursary
Elizabeth Finn Care
Family Action
Frank Longford Charitable Trust (Longford Trust) Longford Scholarships
Futures for Women - SPTW
(The) Hardman Trust
Haven Distribution Books-to-Prisoners
Lawrence Atwell’s Charity
Open University Crowther Fund
Open University Students Education Trust (OUSET)
poppyscotland (The Earl Haig Fund Scotland) - (also several other categories including business start-up)
(The) Prince’s Trust - Development Awards
Professionals Aid Council
R L Glasspool Charity Trust
Royal London Society - EaST Grants
Ruth Hayman Trust
Sacro Trust Fund (also household items)
Sarum St Michael Educational Charity
ScotsCare (also several other categories)
Sheriffs’ and Recorder’s Fund (also household goods)
Sir John and Lady Heathcoat Amory’s Charitable Trust
Sir Richard Stapley Educational Trust
Smartworks (interview clothing)
Stanhope Castle School Charitable Trust
The Royal British Legion (TRBL) (also several other categories)
The Salvation Army
The Sidney Perry Foundation
Women in Prison (WIP)

**ART**

*Koestler Trust - Koestler Awards*

Arts Council (England)
Burnbake Trust Prison Art Project
**BUSINESS START UP**

Start Up Loans

*Startupnow for Women*
Fredericks Foundation - Business start-up microloan
Harry James Riddleston Charity of Leicester
Pinetree
The Prince’s Trust - Enterprise Programme
Sir Thomas White Loan Charity

**ACCOMMODATION AND HOUSEHOLD GOODS**

Discretionary Accommodation Grant - HMPS

Discretionary Assistance Grant for Wales - Individual Assistance Payments
Buttle UK Small Grants Programme
Buttle UK Support for Estranged Young People
Buttle UK Anchor Programme (also several other categories)
David Isaacs Fund
Greggs Foundation - Hardship Fund
Housing the Homeless Central Fund
Newby Trust Ltd
(The) Officers’ Association
St Martin in the Fields Vicar’s Relief Fund
**EMERGENCY**

Note: The funds shown **not in bold are small** and are restricted either to a specific category of person or to a small geographical area.

**Budgeting Advance**

**Budgeting Loan**

**Discharge Grant HMPS, SPS, NIPS**

**Discretionary Assistance Fund for Wales - Emergency Assistance Payments**

**Foodbanks**

Community Action Isle of Wight - Helping Hands Grant

Edinburgh Voluntary Organisations’ Trust

Hibiscus Initiatives

Inner London Magistrates Court - Poor Box Fund

Matthew Trust

Michael and Shirley Hunt Charitable Trust
LIST OF FUNDS BY CATEGORY OF PEOPLE

Women only
Futures for Women - SPTW
Hibiscus Initiatives
Smart Works
Startupnow for Women
Women in Prison (WIP)

Younger People only
Buttle UK - Small Grants Programme
Buttle UK - Support for Estranged Young People
Buttle UK - The Anchor Project
Construction Youth Trust
(The) Duke of Edinburgh's Award
Lawrence Atwell's Charity
Prince's Trust
Stanhope Castle School Charitable Trust

Ex-offenders only
Bishop David Sheppard Tenth Anniversary Fund
Community Action Isle of Wight
Crisis
Family Action
Greggs Foundation
Harry James Riddleston Charity of Leicester
Housing the Homeless Central Fund
Pinetree
Sir Thomas White Loan Charity
**ORGANISATIONS THAT DO NOT MAKE GRANTS TO INDIVIDUAL PRISONERS**

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Visual Arts Awards</td>
<td>All funds already allocated therefore no funds available.</td>
</tr>
<tr>
<td>Alchemy Foundation</td>
<td>Does not make grants to individual prisoners.</td>
</tr>
<tr>
<td>Aldo Trust</td>
<td>Now gives through the DofE Awards and through other charities that help prisoners.</td>
</tr>
<tr>
<td>Alexis Trust</td>
<td>No longer gives to prisoners.</td>
</tr>
<tr>
<td>Allen Lane Foundation</td>
<td>Does not make grants to individuals.</td>
</tr>
<tr>
<td>Baring Foundation</td>
<td>Does not give to prisoners.</td>
</tr>
<tr>
<td>Barony Charitable Trust</td>
<td>Does not give to prisoners.</td>
</tr>
<tr>
<td>Beatrice Laing Trust</td>
<td>Does not give directly to prisoners.</td>
</tr>
<tr>
<td>Bromley Trust</td>
<td>Does not give directly to prisoners however funds a number of charities in the penal sector.</td>
</tr>
<tr>
<td>Calouste Gulbenkian Foundation</td>
<td>Does not give to individuals.</td>
</tr>
<tr>
<td>City Parochial Foundation (Trust for London)</td>
<td>Does not offer funding to individuals.</td>
</tr>
<tr>
<td>Crafts Council</td>
<td>Does not give grants to individuals.</td>
</tr>
<tr>
<td>Cripps Foundation</td>
<td>Does not fund individuals.</td>
</tr>
<tr>
<td>D’Oyly Carte Charitable Trust</td>
<td>Does not fund individual prisoners though have supported Koestler Awards over a number of years.</td>
</tr>
<tr>
<td>Dathcelor Trust (now the Clothworkers)</td>
<td>Does not give to individuals.</td>
</tr>
<tr>
<td>Elsie Talbot Bridge Will Trust</td>
<td>Does not give to individual prisoners.</td>
</tr>
<tr>
<td>Fox Memorial Trust</td>
<td>Has ceased to exist.</td>
</tr>
<tr>
<td>Fund for Human Need</td>
<td>Does not fund prisoners. Limited funds available for asylum seekers &amp; homeless as well as a few personal distress grants.</td>
</tr>
<tr>
<td>Gane Charitable Trust</td>
<td>No longer funds individual prisoners.</td>
</tr>
<tr>
<td>Gilchrist Educational Trust</td>
<td>Does not fund individual prisoners.</td>
</tr>
<tr>
<td>Goldsmiths Company Charity</td>
<td>Does not give directly to prisoners.</td>
</tr>
<tr>
<td>Hilda Martindale Charitable Trust</td>
<td>No longer funds individual prisoners.</td>
</tr>
<tr>
<td>Hilden Charitable Fund</td>
<td>Does not give grants to individuals.</td>
</tr>
<tr>
<td>Trust Name</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jesse Spencer Charitable Trust</td>
<td>No longer gives directly to individual prisoners. Remains supportive of Trusts that fund prisoners.</td>
</tr>
<tr>
<td>Jill Franklin Trust</td>
<td>No longer gives directly to individual prisoners. Now gives through another charity.</td>
</tr>
<tr>
<td>John Ellerman Foundation</td>
<td>No grants to individuals.</td>
</tr>
<tr>
<td>Laura Ashley Foundation</td>
<td>Does not make grants to prisoners.</td>
</tr>
<tr>
<td>Mary Kinross Charitable Trust</td>
<td>Does not make grants to individuals.</td>
</tr>
<tr>
<td>Morris Leigh Foundation</td>
<td>Does not accept applications from prisoners.</td>
</tr>
<tr>
<td>Newby Trust Ltd</td>
<td>No longer gives directly to individual prisoners.</td>
</tr>
<tr>
<td>Ormiston Trust</td>
<td>Does not fund individuals.</td>
</tr>
<tr>
<td>Paul Hamlyn Foundation</td>
<td>Does not give to individual prisoners.</td>
</tr>
<tr>
<td>Paul Stephenson Memorial Trust</td>
<td>No longer gives directly to prisoners.</td>
</tr>
<tr>
<td>Priory Foundation</td>
<td>Does not encourage unsolicited approaches.</td>
</tr>
<tr>
<td>Richard Newitt Fund</td>
<td>No longer gives to individuals. Now gives to a number of university hardship funds.</td>
</tr>
<tr>
<td>Saxham Trust</td>
<td>No longer gives directly to individual prisoners. Now gives through another charity.</td>
</tr>
<tr>
<td>Sir John Cass's Foundation</td>
<td>Does not give directly to individual prisoners. Now gives through another charity.</td>
</tr>
<tr>
<td>Sure Foundation</td>
<td>No longer makes grants to prisoners.</td>
</tr>
<tr>
<td>Surrey Care Trust</td>
<td>No longer accepts unsolicited applications from prisoners or ex-offenders.</td>
</tr>
<tr>
<td>Swan Mountain Trust</td>
<td>No longer gives directly to individual prisoners. Now gives through another charity.</td>
</tr>
<tr>
<td>Talbot House Trust</td>
<td>Does not fund individual prisoners.</td>
</tr>
<tr>
<td>Thomas Wall Trust</td>
<td>Supports a number of charities that run projects in the field of prisoner education however the Trust does not make grants directly to prisoners.</td>
</tr>
<tr>
<td>Vandervell Foundation</td>
<td>Now gives through other charities that help prisoners.</td>
</tr>
<tr>
<td>Wates Foundation</td>
<td>Does not give directly to prisoners however does fund a large number of projects within the criminal justice system.</td>
</tr>
<tr>
<td>W. E. D. Charitable Trust</td>
<td>Also known as W. E. Dunn Charitable Trust - no longer makes grants directly to prisoners.</td>
</tr>
</tbody>
</table>
Prisoners get two sessions working out in the gym a week. HMP/YOI Portland.
Funds
Prison Service Administered Support
PRISON SERVICE ADMINISTERED SUPPORT

Travel Warrants

The prison may issue a travel warrant on the day of release. A travel warrant details the journey requirements, for example, the station nearest to the prison to the station nearest home. This will be exchanged for a ticket at the station. The prison may also provide transport from the establishment to the nearest station, if there are difficulties (e.g. a disability) in getting to the nearest station.

Discharge Grant

Those aged 18 or over, serving a custodial sentence and in custody for more than 14 days, may be eligible for a discharge grant. This money is meant to help pay for necessary living expenses in the period immediately after release, if the offender is unemployed, before the first benefit payment. A relatively small number of prisoners will have accrued any significant savings whilst in prison and were it not for the discharge grant many would leave prison with little or no money. In practice, the sum, though certainly helpful, is rarely adequate to cover this period. See Sections 1 of this directory and also the reference to Local Welfare Assistance in the Appendix, to find out what other funding may be available.

Discharge Grant

A discharge grant is paid in order to ensure that a prisoner will have sufficient money on release for his immediate needs.

You may be eligible for a grant if you are serving a sentence of over 14 days. Grants are not paid to Civil prisoners, those imprisoned on default of a fine, those awaiting deportation or those travelling to an address outside the United Kingdom on discharge.

If you had a home to go to during periods of pre-release, Christmas or summer leave, only in exceptional circumstances will you qualify for an increased grant on discharge to assist you to pay for rented accommodation in the week following release.

Rate of Discharge Grant

Standard Grant

£46
NORTHERN IRELAND

Rates of Discharge Grant

Standard Grant
£71.70 – all eligible prisoners

Higher Grant
£144.74

SCOTLAND

Rates of Discharge Grant

Standard Grant
£72.64 – 25 and over
£58.03 – under 25

Higher Grant
£147.92

ENGLAND AND WALES

Discretionary Accommodation Grant

It is to be hoped that a prisoner upon release will have suitable accommodation already arranged. If it can be established that you will be leaving with no fixed address (NFA) you can apply for a grant that will help towards the cost of accommodation on release. Forms will be issued to you to complete before your release. The grant is provided at the Governor’s discretion and is always paid directly to the housing provider. It can be up to £50 in value. It cannot be paid to a friend or relative. See also the second entry for ‘Crisis’ in Section 2 of the directory for other help that may be available through rent deposit schemes.

Provision of Clothing from the Prison Clothing Store

There may be various reasons why prisoners do not have suitable clothing for release. For example, the prisoner may have entered prison in the summer wearing light clothing and be released during a particularly cold part of the winter. Alternatively, over the period spent in prison, the prisoner may have gained or lost weight such that his or her original clothing no longer fits. Some prisons in England and Wales will have, generally in Reception, a clothing store and if it is found that suitable clothing is not available for release, it is possible to apply to this store.

SCOTLAND

In Scotland, the Prisons and Young Offenders Institutions (Scotland) Rules 2011 provide that at the time of a prisoner’s release, the Governor must provide suitable clothing to meet the prisoners immediate needs if the prisoner has insufficient clothing.
Education, Training, Preparing for work
Prisoners’ Education Trust has kindly allowed some parts of an article it had published in ‘insidetime’ to be incorporated into this piece.

**Learning in Prison**

A wide range of learning options exists, though unfortunately not all opportunities are available in every prison. It is best to ask your education department what is available in your establishment. You can also study at a range of levels, up to university degree and even postgraduate level. The higher level the course, the more expensive it is, but the impact on your life could also be greater. If you are a prisoner in Wales or Northern Ireland, it may be worth speaking to the person who provides some form of Careers Advice or to someone in your education department to find what forms of further education are available and how they can be funded.

**Where to start?**

The best place to start is with the courses provided by the prison education department. If you have not already reached level 2 in literacy and numeracy, it makes sense to take these classes. Most prisons will also provide IT courses and employability skills training. Find out what other courses are offered – each prison has its own curriculum.

**Vocational Skills Training**

Many prisons offer vocational qualifications in catering, laundry, cleaning, horticulture and waste management, linked to prison jobs. There are often gym related qualifications available and workshops teaching painting, decorating and construction. A number of these courses may be fully funded by the Skills Funding Agency through the external education provider. There may also be opportunities to do Rail Track qualifications, hairdressing, cooking, beauty, business studies, radio production or graphic design. Find out which vocational skills and qualifications are available in your prison. Ask the education department for details.

**Courses at FE colleges**

Anyone under 24, including Cat D prisoners or ex-offenders, should be eligible for free access to a first level 2 and/or a first level 3 qualifcation if they have not already achieved either of these and are aiming to undertake them at a Further Education College. Cat D prisoners in England can contact the National Careers Service (NCS), education department, any resettlement agencies or staff available in their prison to find out more about Further Education College courses available locally. It may also be worth asking about the **16 - 19 Bursary Fund** [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) and about **Discretionary Learner Support**. Discretionary Learner Support is available in colleges and sixth form colleges to help with learning costs if you are aged 19 or over. [www.gov.uk/discretionary-learner-support/overview](http://www.gov.uk/discretionary-learner-support/overview)
Prisoners working with the Open University course leader to select their course. HMP Featherstone.
To be eligible to apply, you must be 19 or over and have been accepted onto and be studying a programme of learning funded by the Skills Funding Agency.

Anyone 24 and over wanting to study at level 3 or above is likely to need to take out a 24+ Advanced Learning Loan. For more information please see this link: www.gov.uk/advanced-learning-loans

Each college or learning provider has its own application process. Your tutor, student support or welfare officer should be able to provide further information. The National Careers Service will also provide advice: telephone 0800 100 900.

**Distance learning**

If you have already reached level 2 before coming to prison, or you’ve completed several level 2 qualifications inside prison, and want to carry on at higher levels, consider whether distance learning is the right next step.

Course materials and project work are sent in by post to you. The Prison Service has a set of rules about applying for distance learning, set out in a Prison Service Instruction. A copy of this PSI should be in your prison library.

One of the biggest advantages of distance learning is that there are courses available in hundreds of subjects – so you can learn about subjects you’re most interested in. Courses people in prison have recently followed include plumbing theory, horticulture, bookkeeping, restaurant management, interior design, Spanish and health & fitness management. The careers advisers and the prison library should have information about some of the courses available.

Prisoners’ Education Trust has created a Distance Learning Curriculum to help guide prisoners and prison/advice staff on what is available and can be studied in prison. The curriculum is to be used as a guide and is not a comprehensive list of the courses PET considers. To ask for a copy, or to ask for course advice, write to FREEPOST: PRISONERS EDUCATION TRUST.

**Funding for Open University Introductory Access Modules and Degree Courses**

New rules on applying for study with Open University (OU) whilst in prison have recently come into force. Access Modules are an excellent way of trying higher level study through distance learning before considering full degree level study. PET can fund Access Module courses for prisoners under the ‘Steps for Success’ programme for students ordinarily resident in England, but no longer handles applications for Level 1 OU Courses for those prisoners. Students who have already completed their Access Module Course and wish to study for a degree must contact the OU for details on funding.

The new eligibility criteria for the Access Modules are as follows: you must be within 8 years of your earliest release date and must detail which qualification you are working towards. In addition, you need to confirm your residency for the past three years prior to your sentence; you must also detail your potential, motivation and eligibility to commit to ongoing study via a student loan.
Cat D prisoners

At present, Cat D prisoners in England, eligible for movement outside the prison may apply for university courses and, unless they can self-fund, they will need to apply for a student loan to cover tuition costs. New fee levels have been introduced, allowing universities to charge up to £9,000 a year for tuition. Student loans are available to cover these fees, for both full-time and part-time students, and all universities will also have a scholarships or bursaries programme to help specific students. Students must also cover their own maintenance costs, although for low income students, maintenance loans are still available.

For more information about the new arrangements, go to:

www.gov.uk/student-finance and

www.slc.co.uk/services/higher-education.aspx The arrangements for ex-offenders will be the same as for other students, with greater availability of student loans and some fee waiver and scholarship arrangements.

For information on bursaries visit:

www.gov.uk/extra-money-pay-university

There is a wide range of educational, arts and vocational courses available to prisoners across the Scottish prison estate. These are designed to address the learning, skills and employability needs and aspirations of all prisoner groups i.e. women, young offenders, etc. There is no requirement for individuals to apply for funding for these courses as they are funded through each establishment’s budget for purposeful activities.

Additional vocational courses may be available through distance learning subject to securing funding and with prison approval.

Prisoners in Scotland who are engaged in some form of education may open an Individual Learning Account (ILA). Any prisoner wishing to apply for an ILA should approach their local Learning Centre for advice and assistance with the form. Funds of up to £200 may be available to support a distance learning programme from an approved provider. For anyone in Scotland over the age of 16, earning under £22,000 pa and who registers, up to £200 will automatically be placed in their ILA for payment of any course fees from an approved learning provider.

Funding for HNC/HND or Degree Courses

ILAs may also fund some study at HNC/D level. Please contact your local learning centre for further advice and guidance. However all requests for higher level study have to be approved in advance by the prison.

Note: successful applications for an ILA will disallow an applicant from also submitting an application for higher education in the same academic year.
Degree Level Study

The Scottish Prison Service will only fund applications for degree level study through their Higher Education Access Scheme (HEAS) in partnership with the Open University Scotland.

Wales

Funding for Introductory Access Modules and Short Courses

Prisoners ordinarily resident in Wales can apply to PET for funding for both Access Modules and Short courses. The eligibility criteria for the Access Modules in England also applies to prisoners ordinarily resident in Wales, it is as follows: you must be within 8 years of your earliest release date and must detail which qualification you are working towards. In addition, you need to confirm your residency for the past three years prior to your sentence; you must also detail your potential, motivation and eligibility to commit to ongoing study via a student loan.

If you wish to study with the OU or are a Cat D prisoner wishing to embark on undergraduate studies on day release, please speak to your education department or careers advisor.

For more information on student finance in Wales, visit www.studentfinancewales.co.uk www.cyllidmyfyrwrcymru.co.uk
Tel: 0845 602 8845 (open 8am – 8pm Monday to Friday and 9am – 1pm on Saturday, local call rates apply).

Northern Ireland

Funding for Degree Courses

Currently, for a 'new' Open University student in a Northern Ireland prison, funding is claimed from the OU by the prisoner (300 points c. £4265), though NIPS pay for the first 60 points (c.£735). That responsibility however does not extend to Northern Ireland residents in non-Northern Ireland prison establishments – such prisoners seeking to apply for funding should contact either of the following bodies for advice:

Student Finance NI
40 Academy Street, Belfast, BT1 2NQ
Tel. 028 9056 4000
The helpline number is: 0845 600 0662 (open Monday to Friday, 8am-8pm and between 9am-5.30pm weekends, local rates apply)
email: student.awards@belb.co.uk
www.studentfinanceni.co.uk

The Open University
110 Victoria Street, Belfast, BT1 3GN
Tel. 028 9024 5025
email: Ireland@open.ac.uk
<table>
<thead>
<tr>
<th>Organisation</th>
<th>DWP - JOBCENTRE PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Flexible Support Fund</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Customers of Jobcentre Plus.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>This grant can be for anything that helps remove barriers to work and improves an individual’s chances to gain work and/or keep employment. Examples of such awards include clothing and footwear for attendance at interviews in order to gain employment, clothing and travel expenses to attend a place of work.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Simply ask your Jobcentre Plus advisor if it would be possible to be considered for this grant and be ready to outline your proposal.</td>
</tr>
<tr>
<td>Key dates</td>
<td>This grant may be applied for any time.</td>
</tr>
<tr>
<td>Notes</td>
<td>Whether to award or not is at the sole discretion of the individual’s Jobcentre Plus advisor.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>You can find the phone number and address on the advert in the business numbers section of the phone book. Look under Jobcentre Plus or Social Security.</td>
</tr>
</tbody>
</table>
### Organisation

#### Name of grant/loan
Professional and Career Development Loan

#### Website
www.gov.uk

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### NATIONAL CAREERS SERVICE / TWO HIGH STREET BANKS

<p>| <strong>Who can apply</strong> | Anyone aged 18 or over who has been living in the UK for at least 3 years before the course starts, and meets criteria set by the banks such as having an acceptable credit rating. People who are in prison or in a Young Offender Institution or have been released on temporary license are not eligible to apply. However, people who have been released from prison or a Young Offender Institution, or who remain under supervision in the community (such as electronic tagging), are eligible to apply. For further information on those who are eligible or ineligible to apply, ring the National Careers Service (telephone number listed below) and speak to an advisor. |
| <strong>What can be funded</strong> | A loan from £300 - £10,000 to help towards the costs of course fees, other course costs and living expenses. The course must be on the approved list and must be one which would help the learner’s career. To find out which courses are on the approved list, ring the National Careers Service (telephone number listed below) and speak to an advisor. |
| <strong>What is not funded</strong> | Any course not on the approved list. (For detailed information on what is not funded, ring the National Careers Service and speak to a advisor). |
| <strong>How to apply</strong> | Ring National Careers Service. If eligible, ask for an application pack. |
| <strong>Notes</strong> | A Professional and Career Development Loan is a deferred repayment bank loan which can help you gain the experience, training and qualifications you need to improve your job skills or even launch a new career. The Skills Funding Agency pays the interest on your loan whilst you are learning and up to one month afterwards. You then repay the loan to the bank over an agreed period at a fixed rate of interest. |
| <strong>Who to apply to</strong> | One of the banks involved |
| <strong>Phone</strong> | National Careers Service, on 0800 100900. The helpline is open to receive calls 8am to 10pm, seven days a week. |</p>
<table>
<thead>
<tr>
<th>Organisation</th>
<th>NOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of grant/loan</strong></td>
<td>CFO Discretionary Access Fund (DAF)</td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>England</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>An Offender Supervisor or Offender Manager on behalf of an aged 16+ European Social Fund eligible offender approaching the end of a prison sentence or ex-offender in the community, on one of the CFO programmes. The focus of the programme is to enhance an offender’s employability and increase their opportunities to access mainstream provision, the overall aim being the reduction of re-offending.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>To help secure employment, training and education opportunities, delivery providers have some funding ring-fenced within the main contract to pay for specific items which may help individuals to find work, training or education. This is the Discretionary Access Fund (DAF), which can be used to help individuals overcome specific barriers to work such as travel (to an interview, to work), pay for childcare or equipment required. There is set criteria to be satisfied before this can be utilised. The following must be considered: • Whether the course is essential or desirable to the future employment/further education or training of the participant; • If the course/training costs have been commensurate with the motivation and commitment of the participant to complete the activity; • If using in custody - whether the establishment has conducted a risk assessment of the activity and will they authorise attendance. In the community it is the responsibility of the provider to conduct an appropriate risk assessment in liaison with those responsible for the delivery of statutory offender management arrangements. The DAF can be used to increase the employability of individuals via the purchase of courses/equipment/accreditations that may not otherwise be available to the participant. Examples could include: • Short term vocational courses such as Fork Lift Truck courses • Items of equipment essential to secure an individual a job, i.e. tools of the trade for a hairdresser or electrician etc. • Health and safety equipment required to support an employment placement.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>This fund can only be accessed as part of NOMS CFO delivery and on behalf of an individual. Participants in the CFO programme cannot apply directly. If an individual in custody or serving a community sentence is interested in accessing the CFO programme, they should speak to their Offender Supervisor/Manager, who will be able to make contact with the prime provider in their region.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Some of the providers are known regionally by their programme brand, rather than just ‘CFO’: North West &amp; Merseyside – Achieve NW; East Mids – REACH; London – Moving On; East of England – Job Deal; South East – Job Deal; Yorks &amp; Humber – Step Change; South West &amp; Cornwall - New Futures; West Midlands - New Leaf. The rest of the regions are known as CFO or the NOMS ESF programme.</td>
</tr>
<tr>
<td>Organisation</td>
<td>STUDE NT FINANCE ENGLAND</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Name of grant/loan</td>
<td>24+ Advanced Learning Loan</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.gov.uk">www.gov.uk</a></td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>England and Northern Ireland</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Any UK citizen or of another EU country aged 24 or over on the first day of the course and who has been living in England or NI for at least three years before the start of the course UK or anyone from a non EU country aged 24 or over who has been granted indefinite leave to remain in UK.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Tuition fees for any level 3 or 4 course.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Check with your college or training provider that the course qualifies. At the college ask for a ‘Learning and funding information’ letter - you need this to complete the application and ask if there is someone who can help you with the application process or ring Student Finance England 24+ Advanced Learning Loan Department and speak to an advisor on 0300 100 0619 or visit the 24+ Advanced Learning Loan webpage using the <a href="http://www.gov.uk">www.gov.uk</a> link above and navigate to ‘How to apply’ for details.</td>
</tr>
<tr>
<td>Notes</td>
<td>The minimum loan is £300 and the maximum will depend on the cost of the course. The loan doesn't depend on how much you are earning nor are there any credit checks. The course must be more than two weeks in duration. Check the <a href="http://www.gov.uk">www.gov.uk</a> webpage accessed by the link above whether the application form is available yet for the start of your course.</td>
</tr>
</tbody>
</table>
### PRISONERS’ EDUCATION TRUST

**Website**
www.prisonerseducation.org.uk

**Who can apply**
Any sentenced prisoner from prisons in England and Wales, including Young Offenders’ Institutions. They should be able to complete their chosen course before release.

**What can be funded**
Distance learning courses. Grants are rarely more than £500 though PET is willing to share the cost of more expensive courses with others. PET also makes small grants towards the cost of art materials.

**What is not funded**
The trustees prefer not to fund driving lessons. Applications for postgraduate courses are also difficult to fund.

**How to apply**
Applications to PET must be made through the prison education department on PET’s application form and accompanied by a letter from the prisoner and a recommendation by an authorised member of the prison education or advice staff.

**Key dates**
Applications should be sent by 1st of month.

**Acknowledgement**
PET aims to respond to all enquiries and applications as swiftly as possible. All applicants receive a letter telling them whether they have been successful or not. The application process may take up to 7-8 weeks.

**Notes**
PET also carries out research, informed by prisoner learners, to improve prison education policies, which be found on their website. PET produces a monthly e-news which includes prisoner learner voice, examples of good practice in prison education, events and policy updates. See our website for sign up details.

**Who to apply to**
Prisoners’ Education Trust

**Address**
The Foundry
17 - 19 Oval Way
London
SE11 5RR

**Phone**
020 3752 5680

**Email**
info@prisonerseducation.org.uk

---

“This has given me the chance to improve my skills and more importantly change my life. Without the funding from Prisoners Education Trust I would not have had this opportunity. Thank you.”
A prisoner and teacher reading material during an education session. HMP Askham Grange.
<table>
<thead>
<tr>
<th>Organisation</th>
<th>AL-MIZAN CHARITABLE TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Prisoner Training Fund (PTF)</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.almizantrust.org.uk">www.almizantrust.org.uk</a></td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>HMP Manchester, HMP Styal, HMP Forest Bank, HMP Risely, HMP Kirkham, HMP Lancaster Farms and HMP Hindley.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Applicants must meet ALL the following criteria: You must be a serving prisoner (either a British citizen or a foreign national) in one of the seven prisons in North-West England listed above; have demonstrated good behaviour and/or have taken part in a regular programme of academic or vocational learning, work or skills development workshops; have successfully acquired match-funding and/or made a personal contribution to your training costs.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>The Trust offers grants of up to £200 for prisoners and detainees who are looking to access funding for vocational courses and/or books in prison that will assist their personal development and/or rehabilitation.</td>
</tr>
<tr>
<td>How to apply</td>
<td>In order to submit an application to the Prisoner Training Fund, you must ask a member of staff at the prison to download and print an official application form from the Trust’s website (<a href="http://www.almizantrust.org.uk">www.almizantrust.org.uk</a>). The Trust will not post application forms to individual prisoners. You should complete all questions on the form – incomplete applications will not be considered. Completed forms can either be posted to the address below or scanned by your referee as a single PDF file and sent by email to <a href="mailto:grants@almizantrust.org.uk">grants@almizantrust.org.uk</a></td>
</tr>
<tr>
<td>Key dates</td>
<td>Applications are considered in March and September each year. The deadline for receipt of applications is the 15th of the previous month. Applications received after the deadline will be allocated to the next round of grant-making.</td>
</tr>
<tr>
<td>Notes</td>
<td>Application forms may be completed by a member of staff at the prison on behalf of a serving prisoner, but we do expect the prisoner to write a supporting letter or note. We appreciate and recognise that some applicants may struggle to write well in English. For successful applicants, after your course has ended, we will ask you to complete a Monitoring Form. If we are satisfied with your progress, we will issue you a cheque of £5 to add to your canteen.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Al-Mizan Charitable Trust</td>
</tr>
<tr>
<td>Address</td>
<td>2 Burlington Gardens</td>
</tr>
<tr>
<td>Town</td>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
<td>W3 6BA</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:grants@almizantrust.org.uk">grants@almizantrust.org.uk</a></td>
</tr>
<tr>
<td>Organisation</td>
<td>BISHOP DAVID SHEPPARD TENTH ANNIVERSARY TRUST</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>Anglican Diocese of Liverpool only.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Men &amp; women over the age of 21 who are living within the Anglican Diocese of Liverpool and who are seeking a second chance of learning. The grants, which are not available to graduates, are to help people into training for jobs (e.g. HGV licence) or back into education if they have had a break from it.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>The books, equipment, stationery, etc that are required for the course, either vocational or academic, that the applicant is undertaking.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Fees for full-time courses, childcare, travel are not usually funded.</td>
</tr>
<tr>
<td>How to apply</td>
<td>By application form submitted by individual directly to the administrator. All applicants are asked to come to see the administrator for a short informal discussion. References are needed from the college or training centre for course/training.</td>
</tr>
<tr>
<td>Key dates</td>
<td>Trustees meet two times in the year to make grants: October and March. The cut off date for applications is usually ten days prior to the Trustees' meeting.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>We aim always to respond to correspondence.</td>
</tr>
<tr>
<td>Notes</td>
<td>Apply only upon your release from prison and only if, upon release, you are living within the boundary of the Diocese of Liverpool which stretches from Southport in the north of the Diocese to Wigan and Warrington in the South and covers the whole of the area in between down to the River Mersey. This includes every district of Liverpool, St. Helens, Ormskirk, Skelmersdale and Widnes.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>The Trust Administrator</td>
</tr>
<tr>
<td>Address</td>
<td>The Bishop David Sheppard Tenth Anniversary Trust</td>
</tr>
<tr>
<td></td>
<td>c/o Diocese of Liverpool, St James’ House</td>
</tr>
<tr>
<td></td>
<td>20 St James Road</td>
</tr>
<tr>
<td></td>
<td>Liverpool</td>
</tr>
<tr>
<td></td>
<td>L1 7BY</td>
</tr>
<tr>
<td>Organisation</td>
<td>BLANTYRE HOUSE VOCATIONAL FUND</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>HMP Blantyre House only.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Prisoners at HMP Blantyre House.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Courses and vocational training. BHVF will also match fund as below.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Clothing and welfare.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Visit the Information, Advice and Guidance office within the prison and a staff member will guide you through the process.</td>
</tr>
<tr>
<td>Key dates</td>
<td>Applications are received at any time and held by the IAG department until the next interview date.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>The IAG department deals with all correspondence relating to interviews and the outcome of applications.</td>
</tr>
<tr>
<td>Notes</td>
<td>Subject to funds being available, the BHVF interviews applicants on a quarterly basis and may match-fund up to £500. Funding for driving lessons is limited to match-funding of up to £300.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Mrs Jackie Winner</td>
</tr>
<tr>
<td>Address</td>
<td>HMP Blantyre House</td>
</tr>
<tr>
<td></td>
<td>Horden</td>
</tr>
<tr>
<td></td>
<td>Goudhurst</td>
</tr>
<tr>
<td></td>
<td>Cranbrook</td>
</tr>
<tr>
<td></td>
<td>Kent</td>
</tr>
<tr>
<td></td>
<td>TN17 2NH</td>
</tr>
<tr>
<td></td>
<td>01580 213327</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jackie.winner@hmps.gsi.gov.uk">jackie.winner@hmps.gsi.gov.uk</a></td>
</tr>
</tbody>
</table>
### BUCKS ASSOCIATION FOR THE CARE OF OFFENDERS (BACO)

**Website**

www.baco.org.uk

**Specific geographical area**

Buckinghamshire.

**Who can apply**

Serving prisoners in Buckinghamshire prisons, HMP Grendon and Springhill, HMP/YOI Aylesbury, HMP Woodhill and ex-offenders on probation in Bucks.

**What can be funded**

Education needs, trade tools/clothing, work training, clothes, household needs on release, travel costs.

**What is not funded**

What is already funded by the Prison/Probation Services.

**How to apply**

By email or in writing. Grant applications should be supported by a prison officer/probation officer.

**Key dates**

May apply any time during the year.

**Acknowledgement**

All applications from those eligible to apply will be acknowledged.

**Notes**

BACO has received The Queen’s Award for Voluntary Service.

**Who to apply to**

BACO Grants Secretary

**Address**

BACO (Bucks Association for the Care of Offenders)

119A Bicester Road

Aylesbury

Buckinghamshire

HP19 9BA

**Email**

enquiries@baco.org.uk

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"I would like to take the chance to thank you. My family also thank you as it will mean I can travel with ease to see them, benefiting everyone. Keep up the good work and I pray you continue to bring light into peoples’ lives as you have mine."
### CITY & GUILDS

**City & Guilds Bursary**

**Website**

www.cityandguilds.com

**Who can apply**

City & Guilds offers a small number of bursaries (educational awards) each year to anyone, including prisoners, who would like the opportunity to study for a City & Guilds/ILM qualification. We only consider applications from people who are currently resident in, and wish to study in, the UK.

**What can be funded**

The bursaries can be used for a wide range of purposes, including:
- paying your course fees (if you have no other funding),
- covering childcare or travel expenses or covering other costs that will make it difficult for you or prevent you from completing a City & Guilds/ILM qualification.

**What is not funded**

- Courses that are not City & Guilds.
- Courses outside of the UK.

**How to apply**

Complete an online registration which will then give you access to the online application form that can be found at www.cityandguilds.com/bursaries. If you miss one cut-off date your application will automatically go into the next selection period.

**Key dates**

Applications will be considered twice a year, normally in the autumn and then in the spring. You will be notified shortly after the closing date as to whether you have been selected to go forward to the interview stage. You will be contacted by post with the result of your application.

**Acknowledgement**

Upon submission, your online application will be acknowledged by email.

**Notes**

Competition is very strong so please provide as much information as possible on your application to help us make a decision.

We recommend you prepare your application offline firstly.

**Who to apply to**

City & Guilds (Bursaries)

**Address**

FREEPOST RSGZ AJYE CZTS

City & Guilds, Corporate Affairs (Bursaries)

1 Giltspur Street

London

EC1A 9DD

08445 430033

bursaries@cityandguilds.com

"It's still early days but life is definitely more positive and there is definitely a future. Thank you so much, without your support I'm quite certain that none of this would have been possible."
<table>
<thead>
<tr>
<th>Organisation</th>
<th>COLYER-FERGUSSON CHARITABLE TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Hardship Award Programme</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.cfct.org.uk">www.cfct.org.uk</a></td>
</tr>
<tr>
<td>Specific geographical area covered</td>
<td>Kent, particularly Thanet, Shepway, Swale and Medway.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>A Colyer-Fergusson Charitable Trust referral agency on behalf of any disadvantaged young person (under the age of 25) living in the specific geographical area described above.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Interview clothes; course fees; tools or equipment; travel costs to a new job etc. Grants up to a maximum of £500.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Ask Kent, Surrey and Sussex Community Rehabilitation Company (KSS CRC) to contact Colyer-Fergusson Charitable Trust and to apply on your behalf.</td>
</tr>
<tr>
<td>Key dates</td>
<td>The trust operates a rolling programme and if you are successful you will normally hear from your referral agency within two weeks of the agency putting in an application on your behalf.</td>
</tr>
<tr>
<td>Notes</td>
<td>Please note that Colyer-Fergusson Charitable Trust can only consider an application from one of their referral partners on behalf of an individual. They cannot accept an application directly from an individual.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>The Correspondent</td>
</tr>
<tr>
<td>Address</td>
<td>Colyer-Fergusson Charitable Trust  Hogarth House  34, Paradise Road</td>
</tr>
<tr>
<td>Town</td>
<td>Richmond</td>
</tr>
<tr>
<td>County</td>
<td>Surrey</td>
</tr>
<tr>
<td>Postcode</td>
<td>TW9 1SE</td>
</tr>
<tr>
<td>Phone</td>
<td>020 8948 3388</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:grantadmin@cfct.org.uk">grantadmin@cfct.org.uk</a></td>
</tr>
</tbody>
</table>
### Organisation

**CONSTRUCTION YOUTH TRUST**

**Bursary**

- **Website:** [www.constructionyouth.org.uk](http://www.constructionyouth.org.uk)

#### Who can apply

In order for individuals to be considered for a bursary, they must be aged 16-30, a permanent resident in the UK and have completed or be already involved in one of Construction Youth Trust’s programmes. Details of the Trust’s programmes can be found on [www.constructionyouth.org.uk](http://www.constructionyouth.org.uk) or by contacting the Trust directly.

#### What can be funded

The Trust will consider financial support towards relevant education, travel costs, subsistence or special purpose equipment such as tools.

#### What is not funded

We cannot accept applications from those studying for a second degree, a postgraduate qualification or RIBA Part II.

#### How to apply

Individuals wishing to apply for a bursary should contact the Trust directly.

#### Key dates

Applications are considered throughout the year.

#### Acknowledgement

Applications will be acknowledged wherever possible.

#### Who to apply to

**Administration Manager**

- **Address:**
  - Construction Youth Trust
  - The Building Centre
  - 26 Store Street
  - London
  - WC1E 7BT
  - Phone: 0207 467 9540
  - Email: cyt@cytrust.org.uk

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"I was always concerned about how I was going to afford actually being a student..... I applied to Construction Youth Trust for a bursary and told them everything, and after an interview the Trust paid directly for my accommodation. It really took the pressure off and now I’ve also been offered a job to start when I finish studying."
### CRISIS

**Changing Lives Grant**

**Website**

[www.crisis.org.uk](http://www.crisis.org.uk)

**Specific geographical area**


**Who can apply**

Crisis Changing Lives is a grants programme for individuals who have experienced homelessness in the last five years; are aged 18 or over; are active members of a Skylight Centre and have been working with a coach at Crisis for the past three months; have the right to remain and work in the UK; have been free from substance or alcohol misuse for at least six months.

**What can be funded**

Course fees for accredited courses below degree level; equipment or tools needed to complete any accredited course (including degree level and above); books, stationery, specialist clothing for courses; HGV/LGV/PCV training and licences; other employment-related training and licences; tools for experienced tradesmen and tradeswomen who are actively looking to return to work; equipment, tools, practical costs needed to set up as a self-employed person or to set up a small business; websites for businesses.

**What is not funded**

University course fees; regular driving lessons and licences; second-hand goods; non-accredited courses or equipment for non-accredited courses; basic or general skills courses; course fees or equipment for international students; course fees or equipment for courses taking place outside the UK; rent or utility costs; food and drink; travel; motorised vehicles.

**How to apply**

You can only apply once you are engaging with a coach at Crisis.

**Acknowledgement**

We respond to all letters.

**Notes**

The maximum grant is £2,500, to support progression into employment, self-employment and education.

**Who to apply to**

**Address**

66 Commercial Street

**Town**

London

**Postcode**

E1 6LT

**Phone**

0207 426 3871

**Email**

changing.lives@crisis.org.uk

---

“I applied for a grant to get a qualification in painting and decorating and convinced Crisis that I was the genuine article. The best bit is I’ve got something to look forward to. My painting and decorating pays the bills and now I want to start my own business.”
## (THE) DUKE OF EDINBURGH'S AWARD

### DofE Aldo Trust Bursary

**Website**

www.DofE.org

**Who can apply**

Any young person in the secure estate (up to the age of 25) who is in need and who has enrolled either inside or outside of prison on the DofE Programme.

**What can be funded**

Specialist clothing, materials and/or equipment needed to take part in the DofE programme.

**What is not funded**

Only the above is funded.

**How to apply**

By letter - from the young person, and from a DofE Leader endorsing the applicant's requirement.

**Key dates**

N/A

**Acknowledgement**

Unsuccessful requests will be acknowledged.

**Notes**

If the application is successful then we do ask for a case study on the individual or group the equipment was awarded to.

**Who to apply to**

Mrs Samantha Bennie, National Operations Manager

**Address**

Gulliver House,
Madeira Walk,
Windsor,
Berkshire,
SL4 1EU

**Phone**

01753 727400

**Email**

info@dofe.org

*“The greatest thing I’ve got from the Award is confidence and recognition. It helps you keep focused on keeping out of trouble, but it’s not a free ride. You have to work hard for every piece of encouragement and, ultimately, every Award.”*
## Section 1

### Organisation

**ELIZABETH FINN CARE**

- **Website**: www.elizabethfinncare.org.uk

### Who can apply

Any British or Irish national or resident who is living on a low income or means-tested benefits, and has formerly been employed in a wide range of qualifying occupations or is a partner of someone employed in a qualifying occupation*.

### What can be funded

Back to work training – NVQ or vocational course, degree course fees if related to role or job.

### What is not funded

- Private medical and dental costs, prescription glasses, school fees, funeral costs, legal fees, loans, business costs or personal debts.

### How to apply

Request an application form by completing the enquiry form on the website or, alternatively, contact through the post or by telephone.

### Notes

*Qualifying occupations require a higher-level qualification and/or level of responsibility or knowledge, such as middle management or above in all fields, dentists, lawyers, vets, social workers, teachers, nurses, accountants, engineers, librarians, teachers, professional artists or writers, farmers or farm managers, commissioned military officers.

Elizabeth Finn Care also founded ‘turn2us’ a free online database that provides charity searches, benefit checker and links to charities that help deal people deal with debt. www.turn2us.org.uk

### Who to apply to

**Elizabeth Finn Care**

- **Address**: Hythe House
  - **Town**: Shepherd’s Bush Road
  - **Postcode**: W6 7NL
  - **Phone**: 0208 834 9200
  - **Email**: enquiries.casework@elizabethfinn.org.uk
### FAMILY ACTION

**Name of grant/loan**  
Family Action’s Grant Programmes

**Website**  
www.family-action.org.uk

**Who can apply**  
Grants are primarily targeted at families and individuals with low incomes, particularly those living on benefits. This may include ex-offenders. A typical grant ranges from £200 - £300 in value. To find out whether you are eligible to apply for a grant from Family Action please visit the website for current eligibility criteria.

**What can be funded**  
Education and welfare needs.

**What is not funded**  
Full details available on the website.

**How to apply**  
Full details of the application process are available on the website. Applications must be submitted, online, by a professional who knows the applicant.

**Key dates**  
Full details available on the website.

**Acknowledgement**  
We regret we are unable to respond to postal enquiries. All online applications receive an email response acknowledging receipt and containing further details about the application process.

**Notes**  
Please note we only consider one application per individual in any 12 month period.

**Who to apply to**  
Grants Administrator

**Address**  
Family Action  
Unit 4, Angel Gate  
City Road  
London  
EC1V 2PT

**Email**  
grants.enquiry@family-action.org.uk
### FRANK LONGFORD CHARITABLE TRUST (LONGFORD TRUST)

<table>
<thead>
<tr>
<th>Name of grant/loan</th>
<th>Longford Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.longfordtrust.org">www.longfordtrust.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who can apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone wanting to study for a degree who has left prison within the past five years plus those who are soon to be released. Must have a conditional offer from a university. Specific emphasis on young prisoners and those whose qualifications will lead to jobs that may enable them to help other offenders on the path of rehabilitation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What can be funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial support up to £5,000 per annum for UK higher education courses for up to three years, but most awards for considerably less.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is not funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anything other than higher education degrees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be made on application form available on trust’s website or obtainable from its offices. Applicants can fill it out online, or a hardcopy can be printed off the website then sent by mail.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key dates</th>
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</thead>
<tbody>
<tr>
<td>There is only one round of awards per year. Closing date for applications is at the start of June for courses starting in or after the following September (including Open University).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acknowledgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queries about guidelines answered, but please read the guidelines fully before sending in full application.</td>
</tr>
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<table>
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<tr>
<th>Notes</th>
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<tbody>
<tr>
<td>The Trust awards Longford Scholarships each year to approximately twenty young serving and ex-prisoners to enable them to continue their rehabilitation by studying for a degree at UK universities. Awards consist of financial and mentoring support. Special awards available (Patrick Pakenham Awards) for those wishing to study Law and associated subjects at degree level.</td>
</tr>
<tr>
<td>In 2014 we initiated ‘Frank Awards’ in collaboration with PET. All applicants should go via their OU co-ordinator in the first instance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who to apply to</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Director</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Longford Trust</td>
</tr>
<tr>
<td>PO Box 64302</td>
</tr>
<tr>
<td>Town</td>
</tr>
<tr>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>NW6 9JP</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>0207 625 1097</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td><a href="mailto:scholarshipmanager@longfordtrust.org">scholarshipmanager@longfordtrust.org</a></td>
</tr>
</tbody>
</table>
### Organisation
FUTURES FOR WOMEN - SPTW

### Website
www.futuresforwomen.org.uk

### Who can apply
Women, including women prisoners, who have been resident in the UK for at least three years and are at that stage in their sentences where they can take a degree course on day release, or women about to be released who are planning for post-release higher education, in a particular postgraduate course.

### What can be funded
An interest-free loan of circa £1,000 to be used for course fees. Loan repayments must start within 3 months of the grantee securing employment. The loan can be repaid over a maximum period of 2 years.

### What is not funded
Distance learning.

### How to apply
Write to SPTW asking for an application form or ask someone to download it from their website. Before a loan can be considered you will need to attend an interview in Central London. All applications received by the Society are considered most carefully. However, the annual demand far exceeds the Society’s available funds, so the completion of an application form does not guarantee the granting of a loan.

### Acknowledgement
All applications received via email will be acknowledged. All postal applications will be acknowledged if an email address is supplied. All unsuccessful applicants will be contacted if an email address has been supplied.

### Who to apply to
Jane Hampson, Secretary

### Address
Futures for Women – the work of SPTW
11 Church Street
Marton
Rugby
CV23 9RL

### Email
futuresforwomen@btinternet.com
<table>
<thead>
<tr>
<th><strong>Section 1</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Organisation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>HARDMAN TRUST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Name of grant/loan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardman Trust Award</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Website</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.hardmantrust.org.uk">www.hardmantrust.org.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who can apply</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prisoners in the latter stages of long sentences who have made exceptional efforts towards their personal rehabilitation. Specifically, (i) Cat D male prisoners who are lifers, serving an IPP sentence or serving a fixed-term sentence of 10 years or more; and (ii) female prisoners serving sentences of 7 years or more and who are within 3 years of their EDR.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What can be funded</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A wide variety of purposes (educational in the broadest sense) that will assist the applicant’s rehabilitation. Awards are generally between £200 and £600 in value.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What is not funded</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving lessons for car or motorbike, clothing (unless specialist), furniture, medical expenses, laptops unless endorsed by the Governor or are to be bought and used post-release, undergraduate or vocational courses or business start-ups that may be funded via a government agency loan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How to apply</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask a staff member to download the application form from the website and follow the instructions on the form. Prior to the selection meeting, eligible candidates are interviewed by an assessor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Key dates</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed application forms are received, January and February for the April selection and in July and August for the October selection meeting. For the schedule of important dates, see the trust’s website.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Acknowledgement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Soon after the trustees have made their decision, all candidates are informed, whether or not they have been made an award.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secretary of The Hardman Trust is also the Co-ordinator of The Prisoner Funder Directory Project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who to apply to</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Hardman Trust</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Town</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Newport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>County</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Isle of Wight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Postcode</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PO30 1YN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:info@hardmantrust.org.uk">info@hardmantrust.org.uk</a></td>
</tr>
</tbody>
</table>

"This award has given me the opportunity to gain paid work in the community whilst entering my final year in custody. By doing this, my life and future have become much brighter."
<table>
<thead>
<tr>
<th><strong>Section 1</strong></th>
<th>HAVEN DISTRIBUTION BOOKS-TO-PRISONERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisation</strong></td>
<td>HAVEN DISTRIBUTION BOOKS-TO-PRISONERS</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.havendistribution.org.uk">www.havendistribution.org.uk</a></td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>The UK and the Republic of Ireland.</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Any serving prisoner in the UK &amp; Republic of Ireland who is serving a prison sentence of twelve months or more.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Up to £20 worth of books for educational purposes such as NVQ training or Open University courses, every 12 months. The student must still have at least six months left to serve in prison. Will also supply basic dictionaries (Spanish etc.) for foreign nationals and/or picture/colour/large print for those with reading difficulties. Please allow six weeks for delivery as we are a voluntary led charity run during the evenings &amp; weekends.</td>
</tr>
<tr>
<td><strong>What is not funded</strong></td>
<td>Haven Distribution will not purchase the following items: encyclopaedias, atlases, religious publications, hobby books, general reading books, autobiographies, magazine subscriptions, art materials, musical instruments, stationery, calculators, computers, CD Roms, or language courses.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>The student needs to complete a simple A4 application form and provide proof that he or she is actively involved in education, namely something written to this effect on headed paper from an educational tutor or acceptance letter at Open University. The books are dispatched in all cases by registered post.</td>
</tr>
<tr>
<td><strong>Key dates</strong></td>
<td>Haven aims to process orders within six weeks of receiving the request.</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>Haven aims to provide the requested book within six weeks of receiving an application. If the application is unsuccessful, Haven will reply to inform the applicant of their decision.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Approximately 1,730 prisoners successfully applied for support in the financial year 2012-2013. Haven also provides general reading books, which have been donated to the charity by publishers and individuals - please contact Haven for a list of available books.</td>
</tr>
<tr>
<td><strong>Who to apply to</strong></td>
<td>Haven Distribution</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>27 Old Gloucester Street</td>
</tr>
<tr>
<td><strong>Town</strong></td>
<td>London</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>WC1N 3XX</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:info@havendistribution.org.uk">info@havendistribution.org.uk</a></td>
</tr>
</tbody>
</table>

"This is a book I will greatly value, not only is it of great benefit with my coursework but also in every day life."
<table>
<thead>
<tr>
<th>Organisation</th>
<th>LAWRENCE ATWELL’S CHARITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Lawrence Atwell’s Charity Grant</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.skinnershall.co.uk">www.skinnershall.co.uk</a></td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Individuals aged between 16 – 26 inclusive who want to free themselves from poverty and disadvantage by heading into the jobs they want. Applicants must come from a household earning £26,000 pa or less.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Grants towards: vocational training, &quot;First Step&quot; qualifications. See website for further information.</td>
</tr>
<tr>
<td><strong>What is not funded</strong></td>
<td>Any course which is Level 4 or above, including Degree and Postgraduate level courses. Non-vocational courses, such as GCSEs and A Levels, Business enterprises or start-up costs. See website for further information.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>On-line application process via the website.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>All correspondence receives a reply.</td>
</tr>
<tr>
<td>Notes</td>
<td>Our website is regularly updated with information about the Charity and any deadlines for applications.</td>
</tr>
<tr>
<td><strong>Who to apply to</strong></td>
<td>The Atwell Administrator</td>
</tr>
<tr>
<td>Address</td>
<td>The Skinners’ Company</td>
</tr>
<tr>
<td></td>
<td>Lawrence Atwell’s Charity, Skinners’ Hall</td>
</tr>
<tr>
<td></td>
<td>8 Dowgate Hill</td>
</tr>
<tr>
<td>Town</td>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
<td>EC4R 2SP</td>
</tr>
<tr>
<td>Phone</td>
<td>0207 213 0561</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:atwell@skinners.org.uk">atwell@skinners.org.uk</a></td>
</tr>
</tbody>
</table>
## Open University - Crowther Fund

**Name of grant/loan**
Crowther Award

**Who can apply**
Only Open University graduates. The Board gives priority to those who have obtained a good honours degree (first class or upper second class honours degree), and in particular, those from a deprived educational background are prioritised.

**What can be funded**
- study or further education
- formal supervised research proposals
- projects which are either concerned with the community or an extension of studies already undertaken as an Open University student, or activities which are being undertaken or in which the graduate has been invited to participate because of his/her OU studies
- other activities such as study tours, special tuition, ‘master’ classes, and personal lines of study.

Awards from the Crowther Fund are intended primarily to assist in meeting expenses such as tuition and travel costs. Awards are considered up to a maximum of £1,000 but most awards are considerably less than this. Applications for large sums of money to support full-time study are less likely to be successful than applications for more moderate sums to support part-time study. Studies can be undertaken at the Open University or any other suitable institution.

**What is not funded**
The Crowther Fund is not a fund to relieve financial hardship. Awards are not made to assist applicants towards the cost of Open University undergraduate study.

**How to apply**
Please complete the application form electronically and email it to The Secretary at OU-Crowtherfund@open.ac.uk. Alternatively you can download and print a hard copy application form to complete and send to: The Crowther Team, PO Box 6055, Milton Keynes, MK10 1NH. If you have any queries, you can contact the Crowther Fund team by using the same email address.

**Key dates**
Applications for the Crowther Fund will be available from 1st November 2014 from www.open.ac.uk/courses/crowther-application.doc The closing date for applications is 28th February 2015. The Award Board meeting will normally take place in April and applicants will be notified in writing of the outcome of their application as soon after the meeting as possible. Guidance notes, which applicants are asked to read carefully, will also be available from www.open.ac.uk/courses/crowther-information.doc

**Notes**
The demand on the Crowther Fund considerably exceeds the resources available each year. The Board consequently has to be very selective. Proposals which relate to a change of career are encouraged.

**Who to apply to**
The Secretary

**Email**
OU-crowther-fund@open.ac.uk
Section 1

Who can apply
Any undergraduate student who has completed at least 30 credits of study with the Open University (OU), who is not eligible for statutory funding and can demonstrate financial hardship; any postgraduate student who has completed their undergraduate degree with the OU within the past five years and can demonstrate financial hardship. Priority is given to students who have begun their OU studies but through changed financial circumstances find it difficult to complete their study.

What can be funded
OUSET supports students with costs which relate directly to OU study. In relation to modules forming a part of a specific qualification which the student is intending to achieve, the Trust will consider applications for: module fees, set books, course materials, purchase or maintenance of study-related equipment. Please see criteria for full details.

What is not funded
Non-OU study. New students who have not completed 30 credits of study with the OU. Postgraduate study for students who completed their undergraduate study outside of the OU. Continued undergraduate study for students who have completed one undergraduate degree, except where the student is continuing for honours or their previous degree is more than 10 years old. Postgraduate study for those already holding a higher degree. Please see criteria for full details.

How to apply
Complete an OUSET application form (available from your prison education department). Send your signed form along with a letter of support from your education advisor and a copy of the last two months statements from your prisoner bank account to the address below.

Key dates
Please note the following deadlines for receiving applications: Friday 5th December 2014 for modules starting January/February 2015, Thursday 5th February 2015 for modules starting April 2015, Friday 20th March 2015 for modules starting May 2015, Thursday 13th August 2015 for modules starting October/November 2015.

Who to apply to
OUSET (the OU Students Educational Trust)

Address
The OU Students Association
PO Box 397
Walton Hall
Milton Keynes
Buckinghamshire
MK7 6BE

Tel
01908 652026

Email
ouset@open.ac.uk

"My self-esteem and confidence is building slowly, but surely, and it wouldn't be possible without your help! This is really my journey—study gives me the key to freedom."
<table>
<thead>
<tr>
<th>Organisation</th>
<th>POPPYSCLAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.poppyscotland.org.uk">www.poppyscotland.org.uk</a></td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>Scotland.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Poppyscotland provide and fund a variety of services, to give current and former Servicemen and woman, and their dependants, advice, support and financial assistance where it is most needed. Regardless of when the need has arisen, Poppyscotland will be there. Poppyscotland support those who have Served and those still serving, from all three arms of the Armed Forces (Royal Navy, Army and Royal Air Force), both regular and reserve.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Poppyscotland offers a number of funding services that can be adapted to your specific needs and circumstances; from home repairs and mobility aids to household items and clothing. As well as providing and funding a variety of advice services and employment initiatives, including a Criminal Convictions Disclosure Service, Poppyscotland provide Employment Support Grants to help you gain the qualifications you need to move into sustainable employment.</td>
</tr>
<tr>
<td>How to apply</td>
<td>In the first instance contact Poppyscotland’s Welfare Services Team on 0131 550 1557.</td>
</tr>
<tr>
<td>Notes</td>
<td>More information on our Welfare Services can be found at <a href="http://www.poppyscotland.org.uk">www.poppyscotland.org.uk</a></td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Welfare Services</td>
</tr>
<tr>
<td>Address</td>
<td>Poppyscotland</td>
</tr>
<tr>
<td></td>
<td>New Haig House</td>
</tr>
<tr>
<td></td>
<td>Logie Green Road</td>
</tr>
<tr>
<td>Town</td>
<td>Edinburgh</td>
</tr>
<tr>
<td>Postcode</td>
<td>EH7 4HR</td>
</tr>
<tr>
<td>Phone</td>
<td>0131 550 1557</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:GetHelp@poppyscotland.org.uk">GetHelp@poppyscotland.org.uk</a></td>
</tr>
<tr>
<td>Organisation</td>
<td>(THE) PRINCE'S TRUST</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Name of grant/loan</td>
<td>Development Awards</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>UK residents aged 14 – 25 who are part of the Trust’s four target groups and have education, training or work-related goals.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>A range of purposes to help the young person undertake education or training or enhance their ability to gain employment. A cash award of up to £500 is available to pay for training fees, equipment, tools and other items to support education, training and work goals.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Formal or informal groups or organisations; Gap-year or overseas projects; Medical treatment; Course fees that are far above the £500 funding limit; Costs associated with NVQ Level 4, HNC, HND, degree or post-graduate courses or courses of an equivalent level.</td>
</tr>
<tr>
<td>How to apply</td>
<td>The young people may apply directly or be referred by another organisation. They must complete an application form for their project, then attend an assessment interview after which the application form will be passed to a second member of staff to sign off.</td>
</tr>
<tr>
<td>Key dates</td>
<td>Awards can take up to 6 weeks to process so applications should be made well before the award is needed.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>Information pack sent within five working days of an enquiry. Within seven working days of receiving the completed application form, the young person must be contacted to arrange a suitable time/date for the Assessment Meeting.</td>
</tr>
<tr>
<td>Notes</td>
<td>The award is to help young people get their lives back on track and is most relevant to prisoners pre-release and those in the community.</td>
</tr>
<tr>
<td></td>
<td>A Prince’s Trust volunteer will also support the young person in setting goals, making decisions and finding other programmes or support.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Regional Offices - see website for details or ring number below to be connected automatically to the nearest regional office.</td>
</tr>
<tr>
<td>Phone</td>
<td>0800 842842</td>
</tr>
<tr>
<td>Organisation</td>
<td>PROFESSIONALS AID COUNCIL</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.professionalsaid.org.uk">www.professionalsaid.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>Prisoners who are university graduates or hold a recognised professional qualification; or whose spouse or parents are similarly qualified.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Grants for further education, normally £300–£500, to help with tuition fees, text books or production of a thesis.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Tools and equipment.</td>
</tr>
<tr>
<td>How to apply</td>
<td>In the first instance, a letter to the Professionals Aid Council outlining the applicant’s university education or professional background; estimated income/expenses for the course and year concerned; details of the specific request; and any other funds approached. If the prisoner is deemed to fulfil the criteria, he/she will be sent an application form to complete and return. An endorsement will be required in the form of an academic reference from the course tutor and/or authorised person from the prison Education Department. The PAC Education Committee meets regularly throughout the year and each applicant’s needs are considered individually.</td>
</tr>
<tr>
<td>Key dates</td>
<td>May apply any time during the year.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>All correspondence is acknowledged.</td>
</tr>
<tr>
<td>Address</td>
<td>Professionals Aid Council</td>
</tr>
<tr>
<td>Town</td>
<td>10 St Christopher’s Place</td>
</tr>
<tr>
<td>Postcode</td>
<td>London W1U 1HZ</td>
</tr>
<tr>
<td>Phone</td>
<td>0207 935 0641</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:admin@professionalsaid.org.uk">admin@professionalsaid.org.uk</a></td>
</tr>
</tbody>
</table>
### R L GLASSPOOL CHARITY TRUST

<table>
<thead>
<tr>
<th>Organisation</th>
<th>R L Glasspool Charity Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.glasspool.org.uk">www.glasspool.org.uk</a></td>
</tr>
</tbody>
</table>

### Who can apply

A prison officer or probation officer on behalf of a prisoner or ex-offender. **Please Note:** We do not accept applications or correspondence from prisoners directly.

### What can be funded

For a full list see the application form. Grants to cover the cost of certain household goods & clothing (not considered while still in custody), vocational materials and training (short vocational courses leading directly to employment supported by an employment offer).

### What is not funded

Computers for general use, subsistence income, loans, debts, rent in advance/deposits, funeral costs/headstones, building works.

### How to apply

By application form, which includes guidance notes. Forms can be obtained by sending a blank email to application@glasspool.org.uk. Within a few minutes a form will arrive in your inbox. Follow the instructions to apply. **The probation or prison officer must submit the application on behalf of the prisoner.**

From April 2015 all applications will be made on-line through www.glasspool.org.uk.

### Key dates

None – applications are dealt with as they are received.

### Acknowledgement

The Trust aims to reply within two weeks of receipt of applications.

### Notes

The R L Glasspool Charity Trust is a national charity making one-off grants to people on low incomes and in difficult circumstances. The Trust does not accept applications direct from individuals. Where appropriate, applications should always be made first to statutory sources and any relevant specialist charities.

### Who to apply to

R L Glasspool Charity Trust

### Address

Saxon House (2nd Floor)

182 Hoe Street

Walthamstow

London

E17 4QH

O208 520 4354 (9.30am-12.30pm)

application@glasspool.org.uk
<table>
<thead>
<tr>
<th><strong>Organisation</strong></th>
<th>ROYAL LONDON SOCIETY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of grant/loan</strong></td>
<td>EaST Grants (Employment &amp; Skill Training and Tools of Trade)</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.royallondonsociety.org.uk">www.royallondonsociety.org.uk</a></td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>London and the South East.</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Prisoners serving in London or South East prisons or prisoners intending to live in London or South East on release or ex-offenders living in London or South East supervised by Probation Service.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Grants to be used for Vocational, Employment and Skill Training that will significantly increase or secure employment opportunities. “Tools of Trade” and “Travel to Work” grants are considered where appropriate; some grants are of a therapeutic nature.</td>
</tr>
<tr>
<td><strong>What is not funded</strong></td>
<td>Accommodation costs including rent or deposits, debts, loans or fines of any kind, household/domestic items, computer equipment unless employment related, driving lessons unless employment related, personal clothing unless employment related, Open University or distance learning unless employment related.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>Application forms together with current guidelines and timetables are available as a download via the Royal London Society web site. Completed applications must also include letters of reference from an independent person(s) in the prison, i.e. Wing Officer or Personal Officer and also be supported by Education/Resettlement Teams. Applications from those not in prison must be supported by Probation/Supervisory Officers or other community agencies.</td>
</tr>
<tr>
<td><strong>Key dates</strong></td>
<td>There are five trustee meetings a year however grant applications are considered on a rolling basis.</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>All applications are acknowledged and given a confidential reference number which should be quoted in subsequent correspondence and/or telephone contacts. All applicants are notified of the outcome of their application.</td>
</tr>
<tr>
<td><strong>Who to apply to</strong></td>
<td>Grant Administrator</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Royal London Society</td>
</tr>
<tr>
<td></td>
<td>PO Box 1335</td>
</tr>
<tr>
<td></td>
<td>Kent</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>ME14 9RR</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>01622 230 737</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td><a href="mailto:office@royallondonsociety.org.uk">office@royallondonsociety.org.uk</a></td>
</tr>
</tbody>
</table>
## RUTH HAYMAN TRUST

**Website**
www.ruthhaymantrust.org.uk

**Who can apply**
Adults (including prisoners) who have come to settle in the UK and who **do not speak English as their first language**. [Not overseas students who are studying in UK]

**What can be funded**
Up to £500 (grants given are often much less) for registration, course and exam fees which you have to pay yourself and sometimes books, equipment or the costs of joining professional bodies.

**What is not funded**
Accommodation and living expenses, childcare, travel (except for disabled).

**How to apply**
Send for an application form to the address below or download one from the website. Complete and return the form along with an academic reference from a member of the Education Staff, to the Honorary Secretary at the address below. We also accept online applications with a reference by post or e-mail. Please be sure to read our Guidelines for Applicants.

**Key dates**
Five per year; next date given on website.

**Acknowledgement**
No acknowledgement except for successful applications.

**Who to apply to**
The Honorary Secretary

**Address**
Ruth Hayman Trust
PO Box 17685
London
N6 6WD

**Email**
info@ruthhaymantrust.org.uk
### SACRO TRUST FUND

**Website**

www.sacro.org.uk

**Specific geographical area**

Grants awarded to those resident in Scotland only.

**Who can apply**

Please note Sacro Trust Fund only awards grants to those resident in Scotland. The Trust is for people on licence or court order or who have been released from imprisonment within the last two years.

**What can be funded**

Education, household items, employability courses, items to aid in the rehabilitation of the client up to the amount of £300.

**What is not funded**

Rent, holidays, driving lessons and other items that do not assist with rehabilitation.

**How to apply**

Contact the Trust Fund Administrator for an application form and guidance notes.

**Key dates**

Assessors meetings held quarterly.

**Acknowledgement**

An acknowledgement card/email will be issued which provides the date of the next Assessors meeting.

**Notes**

Applications can only be accepted from local authority or voluntary sector workers, not directly from clients.

**Who to apply to**

Trust Fund Administrator

**Address**

Sacro Trust Fund  
29 Albany Street  
Edinburgh  
EH1 3QN

**Phone**

0131 624 7270

**Email**

trust@sacro.org.uk

---

“I wanted to thank you for the funding that the Sacro Trust gave me. I have just completed the excavator course and passed. I thoroughly enjoyed the course and I am certain that it will help me to gain employment on my release. I could not have managed this without the Trust’s support.”
### SARUM ST MICHAEL EDUCATIONAL CHARITY

**Personal Grant**

**Website**

www.sarumstmichael.org

**Specific geographical area**

Applicants must live or study (including by distance learning) in the Diocese of Salisbury or one of its adjacent dioceses (Bath & Wells, Bristol, Exeter, Oxford and Winchester).

**Who can apply**

Students living in the specific geographical area over the age of 16.

**What can be funded**

First degree courses – although applicants eligible for a loan under the National Student Loan Scheme are not eligible for a grant, mature students who were unable to proceed to higher education when young may apply for degree or diploma courses, for pre-university access courses, or Open University courses. Postgraduates - those doing second degrees and postgraduate studies may apply. Grants may be given towards the costs of a dissertation and for books. An increasing number of first degree courses lead to master's degrees; the Charity prefers applications for master's degrees that follow a first degree. Vocational courses - the Charity will consider the proposed course of study and how it will help the applicant pursue his or her career and in the service of others. Grants have been awarded for those studying for a wide range of qualifications, for example in social work, nursing, stonework, sign language, helping those with dyslexia and counselling.

**How to apply**

The application form can be downloaded from the charity’s website and once completed should be returned to the Clerk to the Governors by email.

**Key dates**

29 March for the meeting on 23 April 2015; 14 June for the meeting on 9 July 2015; 16 August for the meeting on 10 September 2015; 25 October for the meeting on 19 November 2015.

**Notes**

The charity will not award a grant for a course or project that begins before the Governors have met to consider the application.

**Who to apply to**

Clerk to the Governors

**Address**

Sarum St Michael Educational Charity

1st Floor

27A Castle Street

Salisbury

**Postcode**

SP1 1TT

**Email**

clerk@sarumstmichael.org
<table>
<thead>
<tr>
<th><strong>Organisation</strong></th>
<th>SCOTSCARE, THE CHARITY FOR SCOTS IN LONDON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.scotscare.com">www.scotscare.com</a></td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>Anywhere up to 35 miles away from Charing Cross in Central London.</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Prison Support Staff or Probation Officers on behalf of prisoners or ex-offenders who are Scottish or the child of a Scottish person and currently living within 35 miles of Charing Cross. Clients can also self-refer.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Training that leads to employment or the possibility of employment, clothing for job interviews, household goods, student grants, funds for any other purpose can be discussed with the duty worker.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>You may apply direct or via a referral from your support worker. It is probably best to ring the freephone number below to check for your eligibility and on how to follow through the application process.</td>
</tr>
<tr>
<td><strong>Key dates</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Who to apply to</strong></td>
<td>Scotscare</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>22 City Road</td>
</tr>
<tr>
<td><strong>Town</strong></td>
<td>London</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>EC1Y 2AJ</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>020 7240 3718 or freephone 0800 652 2989</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:dutyworker@scotscare.com">dutyworker@scotscare.com</a></td>
</tr>
</tbody>
</table>
### SHERIFFS' AND RECORDER'S FUND

**Website:**
www.srfund.org.uk

**Specific geographical area:**
Greater London only.

**Who can apply:**
Ex-offenders, and offenders serving community sentences under licence in Greater London, or dependants of offenders resident in Greater London.

**What can be funded:**
Small grants (usually between £100 and £400). Grants for training, tools of a trade, welfare, including household equipment, white goods, furnishings and clothing.

**What is not funded:**
Only within the above criteria. Outstanding debts, rent, passports, items covered by the NHS such as spectacles are specifically not funded.

**How to apply:**
By application form, from Probation Officers (or other Social Workers). Individuals cannot apply directly.

**Key dates:**
N/A

**Acknowledgement:**
We acknowledge correspondence.

**Who to apply to:**
The Administrator

**Address:**
Sheriffs’ and Recorder’s Fund
Central Criminal Court
Old Bailey
London
EC4M 7BS

**Phone:**
0207 248 3277

**Email:**
secretary@srfund.net

---

**Thank you and the Sheriffs’ and Recorder’s Fund for your generous gift enabling me to replace my lost driving licence and purchase much needed clothes. I have now gained employment and am reintegrating back into mainstream society.**
<table>
<thead>
<tr>
<th>Organisation</th>
<th>SIR JOHN AND LADY HEATHCOAT AMORY'S CHARITABLE TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific geographical area</td>
<td>HMP/YOI Portland only.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Prisoners at HMP/YOI Portland.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Small grants usually not more than £50, to help with educational courses or equipment.</td>
</tr>
<tr>
<td>How to apply</td>
<td>By letter to the address below.</td>
</tr>
<tr>
<td>Notes</td>
<td>The trust formerly provided small grants to prisoners at HMP The Verne.</td>
</tr>
</tbody>
</table>

**Lady Amory**

Sir John and Lady Heathcoat Amory’s Charitable Trust  
The Island  
Lowman Green  
Tiverton  
Devon  
EX16 4LA

“Thank you so much – you have been wonderful and supportive towards my future.”
### SIR RICHARD STAPLEY EDUCATIONAL TRUST

<table>
<thead>
<tr>
<th>Organisation</th>
<th>SIR RICHARD STAPLEY EDUCATIONAL TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.stapleytrust.org">www.stapleytrust.org</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>Any prisoner who has already achieved an upper second or first class honours degree.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Grants normally around £300–£1,000 in value.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Students awarded major grants from Local Authorities, the NHS Executive, Industry, Research Councils, the British Academy or similar public bodies, students who have already been supported by the Trust for another post-graduate degree, full-time PhD students beyond a third year of study, part-time PhD students beyond a sixth year of study, electives, diplomas, PGCE courses, professional training such as Law Society examinations, PLAB test.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Initial enquiries should be made by e-mail to <a href="mailto:admin@stapleytrust.org">admin@stapleytrust.org</a> in early January. Candidates who do not have internet access can contact us in writing at the address below. Please include a self-addressed, stamped envelope (C5 size is ideal). Applicants will be notified before the end of June of Council’s decision. Grants will be paid in October on receipt of official confirmation of registration on the course, and confirmation that a shortfall of funds still exists.</td>
</tr>
<tr>
<td>Key dates</td>
<td>All grants must be claimed by 1st November. Closing date for applications is 31st March, or the first 300 applications received, whichever comes first.</td>
</tr>
<tr>
<td>Notes</td>
<td>The Trust generally offers to support two or three prisoners a year.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>The Administrator</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 839</td>
</tr>
<tr>
<td>Town</td>
<td>Richmond</td>
</tr>
<tr>
<td>County</td>
<td>Surrey</td>
</tr>
<tr>
<td>Postcode</td>
<td>TW9 3AL</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:admin@stapleytrust.org">admin@stapleytrust.org</a></td>
</tr>
</tbody>
</table>
## Organisation

**SMART WORKS**

### Website

www.smartworks.org.uk

### Specific geographical area

London & Edinburgh.

### Who can apply

Women in need of suitable clothing for interview, including women offenders and ex-offenders in prison or living in or close to London or Edinburgh.

### What can be funded

Suitable clothes for interview.

### How to apply

Via partner organisations such as job centres, job training programmes or for example via the job club at HMP East Sutton Park.

### Acknowledgement

Women need to apply for an appointment at the point where there is a confirmed job interview. Each appointment is by referral only via an employment advisor or JCP.

### Notes

We provide a one to one styling appointment where we fit and dress women. After the dressing part we then provide interview training. Everything that we provide is free.

### Who to apply to

**Smart Works**

- **Address**: Unit 9, 89 Shepperton Road, London, NI 3DF
- **Phone**: 0207 288 1770
- **Email**: london@smartworks.org.uk

---

*I would like to say a big thank you to all the staff. You have all been terrific. Without your help I probably wouldn’t have got my job which is my future.*
## STANHOPE CASTLE SCHOOL CHARITABLE TRUST

### Name of grant/loan
Stanhope Castle

### Website
www.cdcf.org.uk

### Specific geographical area
The UK - providing the applicant has at some point been in care in County Durham and Darlington, Hartlepool, Redcar & Cleveland, Middlesbrough, Stockton, Gateshead, South Tyneside or Sunderland for at least 6 months.

### Who can apply
Young people (under 25 including those who are currently in YOIs or prisons anywhere in England or Wales) who are or have been in the care of County Durham and Darlington, Hartlepool, Redcar & Cleveland, Middlesbrough, Stockton, Gateshead, South Tyneside or Sunderland Local Authorities for at least six months.

### What can be funded
Grants of up to £1,000 per person to support educational and training activities. These include: educational or tuition (including university) fees, study aids or equipment; bursaries to participate at a regional, national or international level in your chosen field; driving or motorbike lessons where you can prove either an extensive interest in car or motorbike mechanics or have been offered employment for which you will need a driving licence.

### What is not funded
Holidays, any activity that is the duty of a local authority to provide, anything that is retrospective.

### How to apply
Application forms are available to download from the website or by calling the office. The application must be completed by the individual applying for the grant. If this is not possible, please ask someone else to help you e.g. your social worker or carer.

### Key dates
Rolling programme – no deadlines.

### Acknowledgement
Receipt of applications is not acknowledged, though applicants are welcome to call the office to make sure we have received their forms. Applicants will be contacted by phone during the assessment process.

### Notes
Please complete the form fully, particularly the budget section.

### Who to apply to
**County Durham Community Foundation**

- **Address**
  - Victoria House, Whitfield Court
  - St John's Road
  - Meadowfield, Durham

- **Postcode**
  - DH7 8XL

- **Phone**
  - 0191 378 6400

- **Email**
  - info@cdcf.org.uk
<table>
<thead>
<tr>
<th>** Organisation**</th>
<th>THE ROYAL BRITISH LEGION (TRBL)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.britishlegion.org.uk">www.britishlegion.org.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who can apply</strong></th>
<th>Any prisoner or ex-offender who has received seven day’s pay through service in the Armed Forces, including Reserves and who is able to establish a need.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What can be funded</strong></td>
<td>A wide range of needs can be met. Please refer to the website for information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What is not funded</strong></th>
<th>There are some forms of assistance that the Legion is not able to provide. These are: • Where state assistance or statutory services are available (although exceptions can be made in some circumstances, particularly where the client’s welfare is at risk); • Legal expenses, such as court costs and solicitors’ fees; • Medical care, exceptions can be made for dental charges or optician costs in some circumstances.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How to apply</strong></td>
<td>Please get in touch via the Legion Contact Centre, the Legion website or by email (details provided below). If you are unable to get in touch any professional or agency supporting you can make a referral on your behalf.</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>It is TRBL’s aim to acknowledge correspondence within 5 working days wherever possible.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Help is also available for the spouses/partners and children of ex-service personnel and for imprisoned widow(er)s, divorced or separated spouses of ex-service personnel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who to apply to</strong></th>
<th>TRBL Head Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>Freepost SW1345</td>
</tr>
<tr>
<td></td>
<td>199 Borough High Street</td>
</tr>
<tr>
<td><strong>Town</strong></td>
<td>London</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>SE1 1AA</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>0808 802 8080 [Freephone]</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:info@britishlegion.org.uk">info@britishlegion.org.uk</a></td>
</tr>
<tr>
<td>Organisation</td>
<td>THE SALVATION ARMY</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.salvationarmy.org.uk">www.salvationarmy.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>Any prisoner who can complete a course of study while in custody.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Small grants up to £100 per person, for educational purposes only.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Clothing, including sportswear (tracksuits/trainers); electrical equipment (e.g. computer, tape recorder etc.); tools (for trade), hobbycraft materials etc.</td>
</tr>
<tr>
<td>How to apply</td>
<td>The prisoner writes to Prison Ministries Officer for grant. An application form is sent to the Education Officer to ascertain full details of course and its cost. The form is returned to the Salvation Army when completed. Three months are given to raise the balance of money. The money is released when the prison authorities notify The Salvation Army that all other funding is in place. The cheque is generally made payable to the Governor of the establishment.</td>
</tr>
<tr>
<td>Key dates</td>
<td>Any time until funding runs out.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>All correspondence is acknowledged in writing.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Prison Ministries Officer</td>
</tr>
<tr>
<td>Address</td>
<td>The Salvation Army</td>
</tr>
<tr>
<td>Town</td>
<td>Social Services Department</td>
</tr>
<tr>
<td>Postcode</td>
<td>101 Newington Causeway</td>
</tr>
<tr>
<td>Email</td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>SE1 6BN</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:david.tribble@salvationarmy.org.uk">david.tribble@salvationarmy.org.uk</a></td>
</tr>
</tbody>
</table>

“I would like to offer my considerable thanks for your kindness in assisting me in this manner. It has come at a time of considerable pressure for me, both emotionally and financially...”
**THE SIDNEY PERRY FOUNDATION**

**Who can apply**
The Foundation aims primarily at helping non Open University first-degree students under the age of 35 when their course commences.

**What can be funded**
Grants are intended to be supplementary, maximum grant being £1000. The majority of funding required should have been obtained from other sources. Shortfalls of more than £3000 will not be considered. Distance learning, correspondence, part-time and short-term courses may be considered according to circumstances.

**What is not funded**
Because of our limited resources we are unable to assist students within the following categories:- Second-degree courses where the grade in the first is lower than 2:1 save in exceptional circumstances. Second degree courses/other postgraduate study unrelated to the first unless they are a necessary part of professional training (e.g. medicine, dentistry). Emergency funding or clearance of existing debts. Students over the age of 35 years when their course of study commences save in exceptional circumstances. "A" levels and GSCE examinations. Except in exceptional circumstances students on Access, ESOL, HNC, HND, BTEC, GNVQ and NVQ levels 1-4, those with LEA/SAAS funding.

**How to apply**
You are advised not to apply until you have a confirmed college placement and a full understanding of the total costs involved. Please ensure you enclose: completed application form (which can be downloaded from the website); proof of college/university offer; your personal statement; names and addresses of 2 referees (one of which should supply the academic ref); an original signed academic reference (on official paper); a statement by a person recommending you for a grant (see application form); an SAE.

**Key dates**
Grants are based on the academic year and applications should arrive before November of the year before.

**Acknowledgement**
Students will be notified by post regarding the Governors’ decision and no further correspondence can be undertaken regarding refusal. Enclosure of a self addressed envelope would be appreciated.

**Notes**
Only 1 in 20 applications obtains an award.

**Who to apply to**
The Secretary

**Address**
The Sidney Perry Foundation
PO Box 889
Oxford
OX1 9PT

"I just wanted to say the hugest thank you for your help and support with my fees. Without your kindness my course would not have been possible and I can't express how grateful I am."
### WOMEN IN PRISON (WIP)

**BIS Educational and Additional Course Material Bursary**

**Website**
www.womeninprison.org.uk

**Who can apply**
All sentenced women in prisons but you can enquire and get advice and support about courses and grants available prior to sentencing.

**What can be funded**
Awards are usually around £250 towards distance learning course fees (courses you do in your own time - not provided by the prison) and college fees if you are on day release at a college in the community that are BIS approved. A £125 grant is available for additional course materials.

**What is not funded**
Courses that are offered by the prison education department.

**How to apply**
Women need to meet a WIP Education Advisor during their routine prison visits to discuss their career plan and to devise an individual education plan (IEP). The application is discussed with the prison education department. Women may self-refer to WIP by letter, telephone or during WIP visits to the prison. Referrals are also made by outside agencies and prison staff. Successful applications are processed within a month of the initial IEP meeting.

**Key dates**
The grant is available all year.

**Acknowledgement**
All applicants will receive a response to their request within 14 working days.

**Notes**
In addition to funding, WIP offers a variety of other services to women prisoners including resettlement advice and support and a national magazine for women prisoners.

**Who to apply to**
**Women in Prison Ltd.**

**Address**
Women in Prison
Unit 10, The Ivories
Northampton Street
London

**Postcode**
N1 2HY

**Phone**
0207 359 6674

**Email**
admin@womeninprison.org.uk
Prisoner working in the wing servery.
HMP/YOI Portland.
Art
**ARTS COUNCIL**

**Website**
www.artscouncil.org.uk

**Who can apply**
Artists, performers, writers, etc. The applicant must be a practitioner with a proven track record who wishes to expand or develop his/her creativity. The Arts Council does not fund art students for activities related to their course of study or their tuition fees, or those who have not already established themselves as artists.

**What can be funded**
A grant towards equipment and materials particularly those necessary to new areas of creative work. Generally it is expected that you will find at least 10% of the funding you require from other sources.

**What is not funded**
Activities that are not arts-related. Activities that provide no potential benefit to the public. Costs that are covered by other funding. General running costs and overheads that are paid for by other income, including your own funds. Second-hand equipment (apart from certain musical instruments and specialist equipment).

**How to apply**
The information is most readily available on the web site. From the Arts Council home page type, “understanding the assessment criteria” into the search and then click the link. Ask a member of the arts education staff to acquire the information on your behalf, then if it appears you are eligible you will need to complete the application form and return it to the appropriate regional address (see the website). It may benefit you considerably to telephone the Arts Council before applying and also to find a member of staff at an early stage prepared to assist you through the whole process.

**Key dates**
May apply at any time.

**Acknowledgement**
All applications are acknowledged.

**Who to apply to**
The regional office (as shown on the website) for the region in which you are based.

**Phone**
0845 300 6200
<table>
<thead>
<tr>
<th>Organisation</th>
<th>KOESTLER TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Koestler Awards</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.koestlertrust.org.uk">www.koestlertrust.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>Anyone held in a United Kingdom prison, young offenders institution, secure children’s home, special hospital, high security psychiatric hospital or immigration removal centre; any client of the probation service, a youth offending team or the Scottish youth justice social work services; any UK citizen held in a prison overseas. People may enter individually or as a group.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>The Koestler Awards are given once a year for original work in 60 art forms, including creative writing, drawing, fashion, graphic design, music, painting, photography and woodwork. About half the awards carry cash prizes from £20 - £100 which is paid into the ‘private cash’ of prisoners. The prize money totals about £30,000 a year. The Trust also offers to sell visual artwork on behalf of offenders.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Activities or equipment.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Send entries to the Koestler Arts Centre at the address below. There is no limit on number. Every artwork must come with a Koestler entry form for the current year, countersigned by an authorised member of staff. The Trust sends entry forms to Education Departments in all establishments every December. The forms may also be downloaded from the Trust’s website or requested by post, phone or email.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>Response to all letters within a month, usually sooner.</td>
</tr>
<tr>
<td>Notes</td>
<td>The awards were founded in 1962 by the writer Arthur Koestler. They now attract over 8,000 entries a year. The best visual works are shown at exhibitions in London, Birmingham, Cardiff, Glasgow and Newcastle. Awards entrants may also apply for a Koestler mentor to support them to develop their arts practice.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>The Koestler Trust</td>
</tr>
<tr>
<td>Address</td>
<td>168a Du Cane Road</td>
</tr>
<tr>
<td>Town</td>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
<td>W12 0TX</td>
</tr>
<tr>
<td>Phone</td>
<td>0208 740 0333</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@koestlertrust.org.uk">info@koestlertrust.org.uk</a></td>
</tr>
</tbody>
</table>

"Winning a Koestler Award was the first recognition I had for my painting outside prison. It really helped my confidence. Seeing my work in the Koestler exhibition in London was one of the proudest moments of my life."
### Organisation
- **BURNBAKE TRUST PRISON ART PROJECT**

### Website
- www.burnbaketrust.co.uk

### Who can apply
- Anyone who is currently detained within the prison service or under the supervision of the probation service.

### What can be funded
- Small grants are available for Art and Craft materials. No more than one application to be considered from a candidate each year.

### What is not funded
- Anything that is not art related. We will assess all applications individually.

### How to apply
- Apply in writing and if an individual is likely to be eligible an application form will be sent.

### Key dates
- May apply any time during the year.

### Acknowledgement
- All letters are answered. We aim to answer letters within two weeks and will let candidates know of the outcome of their application.

### Notes
- Grant applications must be supported by the Prison Education Manager or Probation Officer. All the information on the applications must be filled in and an official stamp is required before any application is put forward for consideration.

### Who to apply to
- **Eva Hogendoorn**

### Address
- Burnbake Trust
- 29 North Street
- Wilton
- Salisbury
- Wiltshire
- SP2 0HE

### Phone
- 01722 744178 (Wednesday and Friday between 08.00 and 15.00)

### Email
- art@burnbaketrust.co.uk

---

“*I would like to thank you and the Trust for all the support you have given me. Art has changed my outlook on life and I have for the first time in my life realised that I can actually “achieve” something. Thank you for giving me confidence and making me aware of my self worth.*”
Becoming Self-employed
Inspire a generation

The gym changing room.
HMP/YOI Portland.
BECOMING SELF-EMPLOYED

There is much to consider before deciding to commit time and energy to become self-employed.

The organisation NIACE has produced a resource entitled, “Let’s Talk about Self-Employment” which can be accessed by visiting the following webpage: www.niace.org.uk/current-work/

The Citizens Advice Bureau provides some useful information along with further links to other resources. Click on CAB’s Advice Guide http://www.adviceguide.org.uk/england/work_e/ and scroll half way down the page to the sub-heading, ‘Help setting up in self-employment’.

You may be able to tap into support to develop your business idea whilst still in prison. Examples of business course providers include:

www.learndirect.co.uk Tel: 0800 101 901

www.icslearn.co.uk Tel: 0800 115 0527

www.stonebridge.uk.com Tel: 0845 230 6880

Some education departments offer accredited business courses that it may be useful to attend.

Organisations not listed that may be worth approaching are:

Unltd - https://unltd.org.uk/about_unltd/ (for support in starting up a social enterprise)

Startup Britain - www.startupbritain.co/inspiration/getting-funding

WHERE CAN I FIND A GRANT?

"Local Business Links are usually a good source of information about any publicly-funded grants currently on offer in your neighbourhood. For example, grants are sometimes available for doing up premises or improving shop displays, particularly in regeneration areas. The geographic area in which such grants are available is often very precisely defined.

If you are involved in the agricultural sector or certain types of rural business a complex system of financial incentives and schemes applies. This is the most heavily grant-aided part of the economy, but as usual strings are attached and finding your way to the money can be difficult. The best place to start is Defra itself:

www.gov.uk/government/organisations/department-for-environment-food-rural-affairs
Internet search sites can help find a wide range of public, private and charitable initiatives. Apart from Google, there are some specialised funding search sites you can try.

Grantnet is one of three similar services for finding UK grants online. They provide a basic service free, and often have contracts with local authorities or regional development agencies to provide an enhanced service in a particular area.

www.grantnet.com
www.j4b.co.uk

Be cautious about web sites (or firms) that say there is a myriad of unclaimed government grants out there and that then offer to find you one for a fee. Don’t pay until they get you the money!

In the UK the key source of revenue for businesses is overwhelmingly customers, during the start-up period as well as later. This after all is what distinguishes a business from a charity or public sector body. Businesses requiring more money to get going than early customers, friends, family and the entrepreneurs’ own resources can provide, have two other options.

They can seek a business loan from a bank or quasi-bank institution, or find an investor willing to put money into the business, usually in return for an equity stake.

Chasing for unlikely grants can be a distraction from putting together a strong offering that will prompt customers to voluntarily hand over money to you in return for your product or service.

Note also that your early customers will bring not just money when you most need it, but quite possibly also valuable information you can use to help guide your business. This feedback from real paying customers is something officials at a government agency or grant-giving charitable trust will be hard-pressed to match."

*Extract from a 2008 article which may still in large part be relevant. The article was entitled, 'Business grants - myth and reality' and is reproduced by kind permission of Prime. Here is the link to Prime’s current resource page.* www.prime.org.uk/business-resources
### Organisation

**Name of grant/loan**

Start Up Loans

**Website**

www.startuploans.co.uk

### Who can apply

Anyone aged over 18 at the time of registration and living in the UK, is eligible to apply for a loan. You must have an acceptable business idea and want to use the loan monies to support this venture. You may have already started your business, but you cannot have been trading for more than 12 months. You must have the legal right to remain in the UK for the duration of your loan term and the right to be self-employed.

### What can be funded

Every loan application is considered according to the needs of your business, with an average loan size of around £6,000. The final loan size will be determined by your business plan. Only one Start Up Loan can be granted per person, however more than one person in a company can be eligible for a loan. You are required to pay back the loan within 1-5 years, however the exact term of the loan will be agreed with your Delivery Partner as part of your application process. The Start Up Loan is not a grant. A grant is a non-repayable fund provided by an individual or an organisation for a particular purpose, often awarded to non-profit entities as well as business. However, a Start Up Loan must be repaid in full with a 6% annual interest.

### How to apply

If you have a viable business idea and access to the internet, visit www.startuploans.co.uk and complete the quick registration form. Your details will be given to a delivery partner who will contact you. Your delivery partner will help you with your personal loan application and assess your business plan and cash flow. You will then be ready to submit your application.

Start Up Loans is a government funded scheme to provide advice, business loans and mentoring to startup businesses. If you are reading this online, to read an inspirational story of someone who after he was released from prison, started up a business with the help of Start Up Loans, click here: http://www.startuploans.co.uk/ex-offender-opens-his-own-cafe/

Start Up Loans do not take any form of commission or ask for money from applicants as a form of payment. We do not require any security from applicants to offer against their loans, and would not partner with companies who would do any of the aforementioned actions.
| **Who can apply** | Those who are nearing the end of their sentence or who have been recently released, would like to become self-employed and have an idea that they would like to develop. Currently we are only focused on women with the Startupnow for Women project. |
| **What can be funded** | Startup provides a full suite of support to ex-offenders to help them become self-employed, including: business advice, access to financial services, ICT and peer mentoring. Funding is available for essential equipment or training. |
| **How to apply** | Write to Tanya Tracey in Startup’s London office with details of your current situation and your business idea. |
| **Key dates** | Apply at any time. |
| **Acknowledgement** | All correspondence will be acknowledged. |
| **Notes** | Applications will be prioritised if supported by the prison, business education providers in prison, or partners such as probation, rehabilitation or resettlement agencies. We support clients in a wide range of self-employment options including: hair & beauty, catering, gardening, painting & decorating, cleaning and photography but are happy to discuss all realistic ideas. |

**Tanya Tracey, Client Manager**

**Address**

Startup  
21-23 Elizabeth Street  
London  
SW1W 9RP

**Phone**  
0207 259 0190

**Email**  
ttracey@startupnow.org.uk

"On my release I was put in contact with Startup and it's been all go since. They have given me financial support with my business guidance and opportunities and have made it possible for me to turn my life around."
## Section 1

<table>
<thead>
<tr>
<th>Organisation</th>
<th>FREDERICKS FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of grant/loan</strong></td>
<td>Business start-up microloan</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.fredericksfoundation.org">www.fredericksfoundation.org</a></td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>Surrey, Hampshire, Isle of Wight, Kent, Berkshire, Oxfordshire, Wiltshire, Gloucestershire, Devon, Somerset, London, Lincolnshire, Bristol &amp; Bath, Cambridgeshire, Northamptonshire, Cornwall.</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Ex Offenders with a business idea who will be setting up a business in any of the areas covered and who have been declined a loan by a mainstream lender.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Funds to cover expenses required to set-up a business provided in the form of a business loan to be repaid within a period of one to three years.</td>
</tr>
<tr>
<td><strong>What is not funded</strong></td>
<td>Training and funding for certain ineligible types of business.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>Applications can only be considered after you have been released and are settled in an area we support. Applications can only be made online and a list of requirements is available from the website: <a href="http://www.fredericksfoundation.org">www.fredericksfoundation.org</a>. Applicants will be required to provide a business plan and cashflow forecast as well as financial and identity documentation. Applications will initially be assessed by professional advisors and may subsequently be referred for panel discussion.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Maximum loan: £10,000 (average loan size: £3,500); interest rate: on application.</td>
</tr>
</tbody>
</table>

**Who to apply to**

<table>
<thead>
<tr>
<th><strong>Address</strong></th>
<th>Fredericks House</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town</strong></td>
<td>Lightwater</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>Surrey</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>GU18 5SA</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>01276 472722</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:mailto@fredericksfoundation.net">mailto@fredericksfoundation.net</a></td>
</tr>
</tbody>
</table>

"Following receipt of my application my Fredericks Foundation Client Manager spent a great deal of time helping me with my business plan and cashflow. The ongoing support I still receive from Fredericks is vital to the continuing success of my business."
### PINETREE

**Name of grant/loan**

Start Up Loan or Community Development Finance Initiative.

**Website**

www.pinetree-enables.co.uk

**Specific geographical area**

Principally North East England

**Who can apply**

Any person who has been turned down by mainstream finance.

**What can be funded**

Unsecured business loans £1,000 - £5,000. (Normally c.£2500) Fixed interest rate currently from 6% repayable up to 3 years. Loans can be for capital, revenue/running expenses. In some circumstances we can provide a small business start-up grant or help accessing other mainstream and specialist sources of loans and grants. This up to a maximum of £1,000.

**What is not funded**

Personal loans.

**How to apply**

Download an application form from our website or call on 0191 492 8219 or 0191 492 8215 and we will provide an application form.

**Key dates**

We offer a roll-on roll-off programme.

**Acknowledgement**

Email, letter or telephone.

**Notes**

In addition to our access to business finance programme we can provide a range of business and enterprise programmes helping create an awareness about working for oneself as a work option. This extends to enterprise coaching and mentoring through to business planning and business start-up. Some businesses we have recently assisted include shoe-shine, executive chauffeur, health-care provider, florist, builder, retailer, horticulture/gardening, caterer etc.

**Address**

The Pinetree Centre
Durham Road
Birtley

**Town**

Durham

**Postcode**

DH3 2TD

**Phone**

0191 492 8219/15

**Email**

andrew@pinetree-centre.co.uk
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation</td>
<td>(THE) PRINCE’S TRUST</td>
</tr>
<tr>
<td>Name of grant/loan</td>
<td>Enterprise Programme</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>People aged 18-30 living in England, Scotland, Wales or Northern Ireland unemployed or working fewer than 16 hours a week. You’ll also need an idea, or some ideas, that you want us to help you explore. These could relate to your lifestyle, past jobs you’ve had or your personal experiences.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>We can offer start up business finance if you decide to start up in business through our Enterprise programme. We can provide low interest loans of up to £4,000 for a sole trader and £5000 for a partnership - some people may be eligible for business grants too. We work with some well-known industry names to help you secure funding – including the Start-Up Loans company.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Complete the online enquiry form available here: <a href="http://www.princes-trust.org.uk/need_help/enquiry_form.aspx">http://www.princes-trust.org.uk/need_help/enquiry_form.aspx</a> or if you’d prefer to speak to a member of our team, please call us on 0800 842 842 or text “Call me” to 07983 385418, and we’ll call you back within two working days.</td>
</tr>
<tr>
<td>Notes</td>
<td>Since 1976, The Prince’s Trust has helped over 80,000 people just like you to realise their dream of working for themselves through our Enterprise programme - from beauticians to barbers, digital agencies to dog grooming and magicians to maintenance firms.</td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
<td>SIR THOMAS WHITE LOAN CHARITY</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.stwcharity.co.uk">www.stwcharity.co.uk</a></td>
</tr>
<tr>
<td><strong>Specific geographical area</strong></td>
<td>Leicestershire and Rutland only.</td>
</tr>
<tr>
<td><strong>Who can apply</strong></td>
<td>Any prisoner on the verge of release and any ex-offender in the UK who is over 18 and under 35 who wishes to set-up a business in Leicestershire or Rutland or undertake postgraduate study, who has a real need for loan charity funds and without which the project or study could not proceed.</td>
</tr>
<tr>
<td><strong>What can be funded</strong></td>
<td>Business loans up to £15,000, interest free for nine years. We also provide loans up to £6,000 interest free for graduates aged over 18 and under 35 who have lived in Leicestershire or Rutland for five years and who are studying/wanting to study for a higher degree.</td>
</tr>
<tr>
<td><strong>What is not funded</strong></td>
<td>Only the above qualify for loans.</td>
</tr>
<tr>
<td><strong>How to apply</strong></td>
<td>Telephone us or visit our website for application details. You will need up to four guarantors for the loan, depending on the amount of the loan. Once completed, return the application form. An interview will be arranged with a small group of Trustees so you can explain why you require the loan. If you are successful and your guarantors will sign a joint and several bond. There is a payment free period of 3 years and then the loan must be repaid by equal monthly instalments over the remaining 6 years with no interest charged.</td>
</tr>
<tr>
<td><strong>Key dates</strong></td>
<td>Interviews take place in February, May, August and November. Applications are required at least four weeks prior to the interview dates.</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>We aim to acknowledge all correspondence.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Some businesses we’ve recently assisted include: coffee house, florist, shoe retailer, costume designer, electrician, hairdresser, chiropodist, restaurant, plumber, accountant and landscape gardener.</td>
</tr>
<tr>
<td><strong>Who to apply to</strong></td>
<td>Miss Barbara Amos</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Sir Thomas White Loan Charity</td>
</tr>
<tr>
<td></td>
<td>1 Mill Lane</td>
</tr>
<tr>
<td><strong>Town</strong></td>
<td>Leicester</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>Leicestershire</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>LE2 7HU</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>01162046620</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:barbara.amos@stwcharity.co.uk">barbara.amos@stwcharity.co.uk</a></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Organisation</th>
<th>THE HARRY JAMES RIDDLESTON CHARITY OF LEICESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific geographical area</td>
<td>Leicestershire and Rutland only.</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Applicants must be over 21 and under the age of 35 and may be ex-offenders or prisoners within days of their release provided they have a home in Leicestershire or Rutland.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>An interest free loan to help start-up a small business. Grants are not available.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Only if eligible according to the above criteria, contact the charity at the address below.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>We will always aim to respond.</td>
</tr>
<tr>
<td>Notes</td>
<td>Registered Charity no: 262787.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Mrs Elizabeth Bass</td>
</tr>
<tr>
<td>Address</td>
<td>Harry James Riddleston Charity of Leicester</td>
</tr>
<tr>
<td>Town</td>
<td>Market Harborough</td>
</tr>
<tr>
<td>County</td>
<td>Leicestershire</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE16 7AH</td>
</tr>
<tr>
<td>Phone</td>
<td>01858 463322</td>
</tr>
</tbody>
</table>
Prisoners taking part in a dance class.
HMP Styal.
Housing
HOUSING

Homeless UK advertise the London-wide Winter Night Shelters list every November and fortunately some of these shelters do allow for self referrals. Quite a few of the hostels also last until the end of March.

Many hostels & supported accommodation providers now only accept referrals from preferred agencies rather than self referrals or ‘any agency’ referrals. These agencies vary. For example in London they can be the Street Outreach Teams, Social Services and the Probation Service. Other hostels’ referral criteria may prioritise homeless day centres or the local authority.

The Street Outreach Teams are the people working for charities such as Thames Reach who go around various streets of London looking for rough sleepers to encourage them to move into hostels. The Outreach teams will give people they have had more than one contact with a CHAIN (Combined Homeless & Information Network) number so that they will be registered on a London-wide database. In theory, anyone with a CHAIN number should be able to get into a hostel much easier as they have already been verified as a rough sleeper & their details will be known to potential supported accommodation providers. However, the reason many people continue to be homeless is that they may be barred from hostels they once stayed at. Reasons for the exclusions can vary from non-payment of service charge, rent arrears, non-engagement with key-worker’s, assaults on staff, etc. Another common factor is some economic migrants/refugees who may not be entitled to any benefits thus unable to claim Housing Benefit, which is essential to staying in hostels/supported accommodation. In addition, not all homeless people sleep in high-visibility areas due to fear of attack so they prefer car parks, cemeteries, public parks, etc – places where Outreach teams often will not go.

In London, a number of boroughs have adopted a Pathway approach, to making referrals to accommodation. Prison housing/resettlement teams can complete the Pathway’s referral forms and send these over and then the respective Pathway team should forward to suitable accommodation providers in their boroughs. Many boroughs require applicants to demonstrate a ‘local connection’. A local connection means the applicant has to prove that they have lived in the borough they are applying to for at least 6 months previously or have a family connection to that borough.

Day Centres & prison housing teams use a very helpful website run by Homeless UK to access information about hostels/support accommodation across the country by visiting their website http://www.homelessuk.org This is a very good resource for information on accommodation and also to find out about day centres, CAB’s and law centres. The website gives the user information about what is available in which borough/county, how to make referrals, the criteria of the hostels and which type of offences will exclude people from applying to various accommodation, etc. Users can type in the borough in the search engine on this website and it will give you what is available. Some boroughs have more service provisions available than others.
There are several charities providing housing advice & assistance in prisons such as St Giles, Shelter, St Mungos-Broadway, Nacro and De Paul Trust. It may be assumed that prison housing workers from charities like St Mungos-Broadway should be able to refer directly into their own hostels however this is not always the case. The Pavement Magazine has a section for ex-offenders that can be viewed here:

www.thepavement.org.uk/services.php?facility=&service=25&city=

If you are viewing this directory online, you may also find it helpful to visit these three resource pages provided by Shelter and by Housing Advice NI.

ENGLAND

http://england.shelter.org.uk/get_advice/

SCOTLAND

http://scotland.shelter.org.uk/get_advice/advice_topics/

NORTHERN IRELAND

http://www.housingadviceni.org/advice-prisoners

**Homeless applications to the local authority**

People leaving prison who are vulnerable due to old age, or who have physical/mental health issues can approach their local authority Homeless Persons Unit (HPU)/Housing Options. The HPU must carry out an assessment and make inquiries in accordance with the Housing Act 1996. If the local authority has reason to believe that the applicant may be eligible and in priority need, they have a duty to provide interim accommodation until a decision is made and the client is notified otherwise.

To be ‘eligible for assistance’ means that the applicant must be a British citizen and not be subject to any asylum/immigration controls, therefore they must have been granted permanent leave to remain in the UK. Proof of identity such as a birth certificate/passport will be needed. The applicant will need a National Insurance number to be eligible to apply for public funds such as Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) & Housing Benefit. In Part 7 of the Housing Act 1996, to be in ‘priority need’ refers to a person who has dependent children they normally reside with or to someone who is vulnerable due to old age, mental illness or a physical disability. A life-threatening illness such as HIV, Sickle Cell or Hepatitis C could also count as a physical disability. Evidence of a physical disability or mental illness will be required by providing a medical report from GP or similar. Most HPUs will not view an ex-offender as being in priority need simply because they have been released from prison, unless they are deemed vulnerable.

The legal definition of ‘vulnerability’ here means that a homeless person is: *less able to fend for oneself so that injury or detriment will result where a less vulnerable man will be able to cope without harmful effects*. 
This means that an applicant must be less able to look after themselves when homeless, or less able to fend for him or herself in finding accommodation and more vulnerable than the average homeless person on the street.

The Code of Guidance (a policy document which local authorities should refer to for guidance) sets out relevant factors regarding institutional background, such as the length of time a person was in care, or in prison or in the armed forces & whether the applicant has been able to obtain and/or maintain accommodation during that period. Unless institutionalisation can be proved, most prisoners will not be housed by the HPU unless they have an additional priority need. What housing advisors find is that most local authorities will look at whether the client has made themselves 'intentionally homeless' and whether they have a local connection to that borough at the first point of contact. Intentionally homeless in this context refers to someone who previously had a tenancy who either abandoned their property, or were evicted for non-payment of rent or anti-social behaviour. Prisoners often fall into this category of making themselves intentionally homeless for being absent from their home and usually unable to pay their rent, or evicted for breach of their tenancy conditions.

If a person manages to demonstrate that they are in priority need for housing in theory, the HPU should place the applicant into temporary accommodation such as a B&B, whilst enquiries are carried out to prove that the applicant is telling the truth. For those homeless people who are not found to be in priority need the HPU must advise and assist them with housing advice via their Housing Options Team. Everyone is entitled to a written decision known as a Section 184 letter from the HPU explaining why they were turned down and did not meet their criteria for housing. A common rejection is a result of the applicant making him or her self intentionally homeless due to losing their accommodation by going to prison. If the client feels that the decision was wrong, it is advisable not to leave the HPU without a decision letter and approach a housing solicitor, Law Centre or CAB to challenge the decision. A client only has 21 days in which to appeal against the decision!

According to section 195A of the Localism Act, if a suitable offer of accommodation by the HPU is offered & refused, then the homelessness duty ceases. Under the term ‘suitable’, the council can now place people into Private Rented Sector (PRS) accommodation.

Private rented accommodation

As government funding for essential homeless accommodation is being reduced there will be more reliance on the private sector to pick up the shortfall. However, the government has also reduced and capped Housing Benefit allowance. The reduced rate of Housing Benefit applies now to under 35 year olds and some landlords are refusing to consider people under this age. There are two exceptions. If the applicant has spent at least 3 months in a hostel and/or they are a Level 2 or 3 MAPPA.

A person seeking to find private rented accommodation will need to find a deposit namely at least one month’s rent in advance (sometimes 6 weeks) and in addition and will need to pay a month’s rent in advance.
Secondly, references from a previous landlord and/or employers will be required from letting agents. An offender may also have to face the issue of viewing properties and drawing the landlord’s attention to the fact that he or she is currently in or has just left prison.

There are Rent Deposit Schemes available but some of these have conditions attached. Some RDS’s are aimed at former drug users but the applicants have to prove themselves clean in the community for three months upon release before being considered for accommodation. Some are run by local authorities but they often select their priority need clients for these schemes and refuse non-priority clients.

**Council Housing waiting lists**

Anyone can apply to go on their local authority’s housing waiting list but be aware that the applicant may have a very long wait! Most councils advertise their accommodation together with housing association accommodation, through websites like Choice Based Lettings in S.E. England. The applicant completes a housing waiting list application form and the council will contact the applicant with a reference number with the points awarded or in some boroughs the banding that the applicant has been placed in.

When the person is nearer to his or her release, he or she can then bid for voids via their website or through their magazine for the properties that they are allowed to bid for each week. The bidders with the highest number of points (or in the highest band) will get viewings of the empty properties bid for. It will be offered to the person/s with the highest points and if they refuse the offer it will go to the second and so on.

Some local authorities will refuse to put prisoners on their housing waiting list (or if they are already on the list they will suspend their account), until they are released from prison.

**Support from charitable sources**

There is support available to people who have served more than seven days in the British armed forces. The British Legion and SSAFA (Soldiers, Sailors, Airmen and Families Association) are available to assist with rent deposits, purchasing household goods, floating support in the community and are well worth approaching for advice and assistance before you leave prison. http://www.britishlegion.org.uk/can-we-help and http://www.ssafa.org.uk/

For those who have not served in the armed forces it may be worth approaching one or two charities in this directory that may help fund accommodation to see if it is possible as a last resort to obtain a little additional help. St Martin in the Fields Vicar’s Relief Fund is an example of one charity that may be able to help in these circumstances.

Lee Humphries - *Housing Caseworker, St Giles Trust*
<table>
<thead>
<tr>
<th>Organisation</th>
<th>BUTTLE UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Small Grants Programme</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.buttleuk.org">www.buttleuk.org</a></td>
</tr>
</tbody>
</table>

**Who can apply**
Families with children aged 18 or under who are living with parents or carers, estranged or orphaned vulnerable young people under the age of 21. We do not, however, provide grants to young people for whom there is already some form of statutory provision.

**What can be funded**
Buttle UK provides critical household items such as: gas or electric cookers (standard sized 50cm wide); fridge freezers (including separate under counter items); washing machines, particularly if there are disability or soiling issues; children’s beds and bedding; clothing in an emergency situation; home grants; essential items for families or young people setting up home e.g. white goods, beds and bedding; kitchen equipment and other essential household items; baby equipment.

**What is not funded**
Carpeting or flooring; bedroom storage such as wardrobes and chest of drawers; payment of fuel/utility bills, council tax or rent; payment of loans or debts, bankruptcy fees or rent deposits; household repairs/adaptations/additions; holidays; school trips or play schemes; childcare/child-minding/afterschool clubs; children’s toys/Christmas presents; specialist equipment; computers or televisions; travel costs or driving lessons.

**How to apply**
Applications must be completed by an organisation which is supporting the family or young person. They should also be able to administer a grant on behalf of Buttle UK. We can accept applications from a wide variety of organisations including statutory or charitable organisations providing a health care, social care or advice service, Probation and Youth Offending, Tenancy Support, Education services including Primary and Secondary schools, NHS and Primary Care Trusts, Sure Start and Children’s Centres.

**Key dates**
We operate a rolling programme with no cut-off date.

**Acknowledgement**
We will always acknowledge correspondence.

**Who to apply to**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>020 7828 7311 (England); 01505 850437 (Scotland); 01633 440052 (Wales); 02890 641164 (Northern Ireland)</td>
<td><a href="mailto:info@buttleuk.org">info@buttleuk.org</a></td>
</tr>
<tr>
<td>Organisation</td>
<td>BUTTLE UK</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Name of grant/loan</td>
<td>Support for Estranged Young People</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.buttleuk.org">www.buttleuk.org</a></td>
</tr>
</tbody>
</table>

**Who can apply**
Young people (16 – 20 year old) who receive no support from parents or guardians. We refer to them as being ‘estranged’. NOTE: Applications must be completed by an organisation which is supporting the family or young person. This funding will help to address the needs of this group by providing help to overcome financial barriers preventing them from engaging in education, employment or training and also to help settle them in secure accommodation by helping them set up a comfortable home environment. This funding offers an ‘enhanced’ level of giving with a maximum spend of £2,000 per case.

**What can be funded**
Research shows that maintaining stable accommodation is a key factor in re-engaging young people with education, employment or training (JRF, 2008). Maintaining positive overall emotional and physical wellbeing are also key to their success. In recognition of these facts, part of our package of support can also include funding to establish a home and fund access to interests or activities that help promote a young person’s wellbeing. This could include, but again is not limited to, basic furnishings such as a bed, cooker, fridge or microwave, access to activities or groups.

**How to apply**
Applications must be completed by an organisation which is supporting the family or young person. They should also be able to administer a grant on behalf of Buttle UK. We can accept applications from a wide variety of organisations including statutory or charitable organisations providing a health care, social care or advice service, Probation and Youth Offending, Tenancy Support, Education services including Primary and Secondary schools, NHS and Primary Care Trusts, Sure Start and Children’s Centres.

**Key dates**
We operate a rolling programme with no cut-off date.

**Acknowledgement**
We will always acknowledge correspondence.

**Notes**
Firstly, the young person and their support worker will discuss what the young person’s education, employment or training goals are and create a plan of how they will get there and what they will need to do it. We will provide practical support to help remove financial barriers that stand in the way of reaching these goals. Such barriers could include but are not limited to access to a computer to study with, travel costs to get to college, equipment needed to take up a training opportunity or interview clothes.
<table>
<thead>
<tr>
<th>Organisation</th>
<th>BUTTLE UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>The Anchor Project</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.buttleuk.org">www.buttleuk.org</a></td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>London Only</td>
</tr>
<tr>
<td>Who can apply</td>
<td>The Anchor Project has been set up to meet the needs of children and young people in affected families in any London borough, to help them recover from the trauma and upheaval they have experienced. These grants will be mainly targeted at families that have been forced to leave their homes due to domestic abuse and are at the rehousing or post-rehousing stages.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>The grants, of up to £2,000 per family, will be needs-led and will focus on empowering children, young people and families to identify what they most need to make their transition to independent living a success. These holistic packages of support can be tailored to meet the physical, emotional and developmental needs of the child or young person. The grants can include a wide range of items or services provided they will have a significant impact on the child’s wellbeing. For example, this may include essential household items such as cookers and children’s beds to meet physical needs or counselling and activities for children to meet their emotional needs.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Applications must be completed by an organisation which is supporting the family or young person. They should also be able to administer a grant on behalf of Buttle UK. We can accept applications from a wide variety of organisations including statutory or charitable organisations providing a health care, social care or advice service, Probation and Youth Offending, Tenancy Support, Education services including Primary and Secondary schools, NHS and Primary Care Trusts, Sure Start and Children’s Centres.</td>
</tr>
<tr>
<td>Key dates</td>
<td>We operate a rolling programme with no cut-off date.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>We will always acknowledge correspondence.</td>
</tr>
</tbody>
</table>
### DAVID ISAACS FUND

**Specific geographical area**

Inner London only

**Who can apply**

Probation officers, CAB advisors or Social Workers on behalf of men and women suffering financial hardship who come to the notice of a District Judge or Coroner, presiding at an Inner London or City of London Court.

**What can be funded**

Grants for furniture and domestic items, usually obtained from charity sources. Clothing from value-for-money stores such as Primark, Matalan, George at Asda. Tools, training courses and second-hand computers, which could lead to employment. Any applications over £400 have to go before the Grants Committee.

**What is not funded**

Rent arrears.

**How to apply**

Via a Probation officer, CAB Advisor or Social worker who can contact the Secretary with a request for an application form. It is helpful if an estimate of individual costs is provided on the application form before it is submitted to a District Judge or Coroner.

**Notes**

Applicants will not be given cash, rather the organisation supporting the application will arrange payment to the supplier.

**Who to apply to**

Peter Goodday Esq.

**Address**

The David Isaacs Fund

Westminster Magistrates Court

179/181 Marylebone Road

London

NWI 5BR

**Phone**

07570 994490

**Email**

the.david.isaacs.fund@gmail.com

"Thanks for your generosity. I now have carpet in my bedroom and my front room for the first time in three years. I can’t convey how happy this has made me feel and how this has improved the quality of my life."

<table>
<thead>
<tr>
<th>Organisation</th>
<th>GREGGS FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of grant/loan</td>
<td>Hardship Fund</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.greggsfoundation.org.uk">www.greggsfoundation.org.uk</a></td>
</tr>
<tr>
<td>Specific geographical area</td>
<td>The North East only</td>
</tr>
</tbody>
</table>

**Who can apply**
Social organisations such as National Probation or Citizens Advice on behalf of the person in need. The person (who may be an ex-offender) must live in the North East of England and be in extreme social need.

**What can be funded**
Grants of between £50-£150 given for essential items such as washing machines, cookers, furniture, fridges, carpets, baby equipment, clothing, school uniforms.

**What is not funded**
Payment of debts, rent bonds, computer equipment.

**How to apply**
Applications should be made on behalf of a client by a welfare agency, for example social services, probation service, Citizen’s Advice Bureau, or health, disability and housing projects. The application form can be completed on our website.

**Key dates**
Applications are assessed weekly and you can expect a response within two weeks of your application.

**Acknowledgement**
The Greggs Foundation aims to respond to all applications, successful or not. However, if you haven’t had a decision within three weeks of your application you can assume that it was unsuccessful.

**Notes**
We are hugely over-subscribed at present and have sufficient funds to award around half the requests we receive. We have identified three priorities to ensure our grants make the greatest difference. We are far more likely to support an application if it meets the priority criteria listed below. We prioritise (i) families over individuals. (ii) the most financially excluded people (iii) items that will make the most difference.

**Who to apply to**
Grants Manager

**Address**
Greggs Foundation
Fernwood House
Clayton Road
Jesmond
Newcastle upon Tyne
NE2 1TL

**Phone**
0191 212 7626

**Email**
greggsfoundation@greggs.co.uk
### HOUSING THE HOMELESS CENTRAL FUND

<table>
<thead>
<tr>
<th>Organisation</th>
<th>HOUSING THE HOMELESS CENTRAL FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific geographical area</td>
<td>England, Scotland and Wales</td>
</tr>
<tr>
<td>Who can apply</td>
<td>Social workers, probation officers or other accredited support agencies as sponsors of clients. Grants are paid directly to the accredited agency and no applications are accepted from individuals.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Grants for household items.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Holidays, medical apparatus, funeral expenses, travel, vehicles, educational expenses, rent deposits, computers, toys, telephones, structural improvements to property, TVs and/or licences.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Guidelines and applications should be requested on headed paper and enclosing a stamped addressed envelope.</td>
</tr>
<tr>
<td>Key dates</td>
<td>No applications are processed in March.</td>
</tr>
<tr>
<td>Notes</td>
<td>Housing the Homeless Central Fund does not conduct business by telephone.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Frankie Salton-Cox, Clerk to the Trustees</td>
</tr>
<tr>
<td>Address</td>
<td>Housing the Homeless Central Fund</td>
</tr>
<tr>
<td></td>
<td>2A Orchard Road</td>
</tr>
<tr>
<td>Town</td>
<td>Sidcup</td>
</tr>
<tr>
<td>County</td>
<td>Kent</td>
</tr>
<tr>
<td>Postcode</td>
<td>DA14 6RD</td>
</tr>
<tr>
<td>Organisation</td>
<td>NEWBY TRUST LTD</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.newby-trust.org.uk">www.newby-trust.org.uk</a></td>
</tr>
</tbody>
</table>

**Who can apply**
A probation officer on behalf of a prisoner or ex-offender. **Please Note:** We do not accept applications or correspondence directly from individuals. Grants are normally only given to support individuals whose poverty is exacerbated by additional misfortune including bereavement, divorce, abuse, homelessness, addiction, disability or ill health. Those with a drug or alcohol dependency must usually be in recovery to be eligible for a grant.

**What can be funded**
The Trust makes small grants of up to £250 to assist individuals and families in crisis. Grants are made to ensure that an individual’s basic needs are met, such as: bed, sofa, table and chairs, cooker, fridge/freezer or washing machine, kitchen equipment and other essential household items, emergency clothing, school uniforms, baby equipment. Occasionally grants are made to assist with: rent deposits; course fees or training equipment.

**What is not funded**
Grants are not normally made where the household income is in excess of £1500 a month. Also, grants are not normally made for: televisions or computers; tumble dryers or dishwashers; carpets unless the individual has a medical need or there is a baby/toddler in the household; curtains; rent, bills or council tax; debts; bankruptcy or DRO fees; driving lessons.

**How to apply**
By online application form on the website. The probation officer or a staff member of another agency such as social services or Citizens Advice Bureau must submit the application on behalf of the individual in need and be able to accept payment on their behalf.

**Notes**
The Trust would expect all clients to have claimed all eligible benefits and applied to all available local authority discretionary funds.

**Who to apply to**
Online applications only

**Email**
info@newby-trust.org.uk
<table>
<thead>
<tr>
<th>Organisation</th>
<th>(THE) OFFICERS’ ASSOCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.officersassociation.org.uk">www.officersassociation.org.uk</a></td>
</tr>
<tr>
<td>Who can apply</td>
<td>Any former Officer of the Armed Forces or the Reserve Forces and their spouse/recognised partner.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Limited funds for courses, help with down payment for accommodation on release, furnishings, white goods, disability equipment.</td>
</tr>
<tr>
<td>What is not funded</td>
<td>Debts, solicitors' fees.</td>
</tr>
<tr>
<td>How to apply</td>
<td>Write to the Secretary at the address below and ask for information on how the Officers’ Association may be able to help.</td>
</tr>
<tr>
<td>Key dates</td>
<td>You may apply any time.</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>We will always respond.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>The Secretary</td>
</tr>
</tbody>
</table>
| Address | The Officers' Association  
1st Floor Mountbarrow House  
6-20, Elizabeth Street  
London  
SW1W 9RB |
| Phone | 020 7808 4160 |
| Email | k.wallis@officersassociation.org.uk |

"I wanted to write and convey my heartfelt thanks to the Officers’ Association in all that you have done to help my family in these trying circumstances I find myself in. My family feels less alone whilst I am here knowing that the OA is there to lend support as my child grows up. I will let you know how I progress with my studies and thank you again for your assistance in helping my family to move into a new home.”
### ST MARTIN IN THE FIELDS VICAR’S RELIEF FUND

**Vicar’s Relief Fund (VRF)**

- **Website**: www.stmartin-in-the-fields.org

**Who can apply**

Probation officers, social workers, support workers, CAB advisors etc. on behalf of people, including offenders and ex-offenders, who are at risk of being made homeless, are homeless or vulnerable or have experience of being homeless and are trying to establish or maintain a tenancy. **We cannot accept applications directly from offenders or ex-offenders.**

**What can be funded**

One-off grants up to £250 but the average is usually around £200. Where someone who is in temporary accommodation needs help putting together a deposit for a more permanent home, a VRF grant can help that happen. The VRF also makes grants for items such as beds, furniture and other household items, household appliances such as cookers and fridges. Some grant recipients who are homeless and destitute need clothing and ordinary living expenses, and the VRF also makes grants for these.

**What is not funded**

Anything other than the above.

**How to apply**

Recognised agencies only, using the online grant application process. We no longer accept applications via email or post. For details and to register to apply click https://smitf.flexigrant.com

**Key dates**

Grants are allocated on an on-going basis.

**Notes**

As a crisis fund, we expect applications to the VRF to be a last resort. We want to avoid situations where we make a grant quickly but the money is not used immediately, so please don't apply to us first simply because we normally act quickly. Where support workers have been able to demonstrate that they have received or been promised funds from other sources, we have usually been sympathetic to requests to make a grant as part of a package.

**Who to apply to**

VRF Co-ordinator using the online application form

- **Phone**: 020 7766 1125
- **Email**: martin.cobb@smitf.org

*“If it had not been for the help you have given me I dread to think how I would have coped. The help you gave me was the first bit of hope I had seen and I could see some light at the end of the road on trying to rebuild my life.”*
A young male prisoner standing outside a cell door. HMP/YOI Portland.
Emergency
UNIVERSAL CREDIT & LOCAL WELFARE ASSISTANCE - INTRODUCTION

What is Universal Credit? Universal Credit (UC) is a means-tested benefit for people of working age with a low income. UC started to be introduced in a very limited number of areas from April 2013, and it continues to be rolled out gradually in more areas. New claimants of Job Seekers Allowance (JSA) will be the first to go onto the system and everyone else who is eligible and who is seeking an allowance, grant or loan that is a part of the Universal Credit system will be transferred onto the new benefit system by 2017.

Universal Credit (UC) is a means-tested benefit, which means the amount you get depends on how much income and capital you’ve got. Capital means things like savings and some kinds of property. Jobcentre Plus will administer UC.

Universal Credit (UC) will eventually replace the following benefits and tax credits:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit
- Working Tax Credit
- Housing Benefit
- Budgeting loans - an advance payment of UC will replace these.

Universal Credit (UC) is a benefit for people of working age. All monthly Universal Credit payments will be paid one month in arrears. You don’t have to be out of work to get UC. You may be able to get it if you’re working, looking for work, sick or disabled, or caring for children or a disabled person. If you’re already in work, you won’t lose all your UC if your earnings or hours of work increase. Instead, your UC will go down as your earnings go up.

You’ll have to meet various conditions to get UC. These include accepting a ‘claimant commitment’. This is a document that says what you’ll have to do to prepare for work, find work, get better paid work, or work more hours.

Local Welfare Assistance: with the abolition of the Community Care Grant and Crisis Loans in April 2013, these were replaced by a system of discretionary payments administered by first tier local authorities in England, and in Scotland and Wales, national schemes administered through the devolved governments.
Section 1

There are over 125 different schemes, with different names and criteria – to determine the scheme that may be applicable for an individual please see the helpful search facility developed by the Children’s Society at

http://www.childrenssociety.org.uk/news-views/our-blog/use-our-map-find-your-local-welfare-assistance-scheme

As an example, here is information relating to one particular scheme that covers the whole of Wales:

http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/

Additional information based on a telephone call to the helpline is shown in italics.

**Discretionary Assistance Fund for Wales**

From 1 April 2013, The Welsh Government has set up a national scheme called the Discretionary Assistance Fund.

The purpose of the fund is to offer payments or in kind support to provide urgent assistance to people where there is an identified need to safeguard health and well being. The fund can also be accessed to enable or maintain independent living.

These payments will be made available to people who have no other means of meeting the immediate cost of living and are not intended to meet the cost of ongoing expenses.

Within the scheme there are two types of non-repayable grant support:

- **Emergency Assistance Payments** to provide assistance in an emergency or when there is an immediate threat to health or wellbeing. Anyone over the age of 16 can be considered eligible for these payments to help meet expenses due to an emergency or because of a disaster. *Generally a small payment of around £30 that can be accessed within 24 hours of a discharge grant running out. It is possible to apply for EAP a maximum of three times in a year and there must be at least 28 days between applications.*

- **Individual Assistance Payments** to meet an urgent identified need that enables or supports vulnerable citizens to establish themselves or remain living independently in the community. *If for example unfurnished living accommodation has been found for someone about to leave a bail hostel, it is possible to apply for IAP in order to buy a bed or various essential white goods.*
To be eligible applicants must be:

- entitled to and be in receipt of income related welfare benefits. Income related welfare benefits refer to: Income Support; income-based Job Seeker’s Allowance; income-related Employment and Support Allowance; Pension Credit; or

- due to leave an institution or care home within 6 weeks, that they are likely to be entitled to receive income related welfare benefits on leaving.

To see if you are eligible for support under the scheme and would like to make an application, please:

- access the online application form (External link)

- telephone by calling the freephone number - 0800 859 5924 which is free from landlines or 033 0101 5000 which is charged at a local rate'.

- submit a postal application and send to:
  Discretionary Assistance Fund
  PO Box 2377
  Wrexham
  LL11 OLG

Further information and a downloadable paper based application form is available at the money made clear website (External link)

Budgeting Loans

Note: Budgeting Loans are, however, still available through the DWP to those who meet the criteria and many local authorities expect applicants to have exhausted this avenue before making an application to the Local Welfare Scheme. Budgeting Loans will be replaced by advance payments within Universal Credit.

See the Appendix section of this directory, for a more comprehensive description of Universal Credit, Budgeting Advances and Foodbanks which is reproduced by kind permission of Citizens Advice (England and Wales). Adviceguide is regularly updated and is likely to change – the full content should be read prior to any action http://www.adviceguide.org.uk/england.htm
Ben, from the Wetherby Young Offenders Secure College of Learning, helping an elderly man into his new garden.
### Organisation

<table>
<thead>
<tr>
<th>Name of grant/loan</th>
<th>Budgeting Loan</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Who can apply</th>
<th>'You can apply for a loan if you’ve been getting income-related benefits for at least 26 weeks.'</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What can be funded</th>
<th>'You could get a Budgeting Loan to help pay for essential things like rent, furniture, clothes or hire purchase debts. The smallest amount you can borrow is £100.'</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How to apply</th>
<th>'Print off and fill in claim form SF500 and send or take it to your local Jobcentre Plus. You can also get the form from your local Jobcentre Plus.'</th>
</tr>
</thead>
</table>

| Notes | The information above in quotations has been taken from the gov.uk website. Here is the link: www.gov.uk/budgeting-loans This web page offers a portal to more comprehensive information on Budgeting Loans. Those who are eligible, may apply for a Budgeting Loan until they make a claim for Universal Credit at which point they may wish to check their eligibility for a Budgeting Advance. For more information on Universal Credit and the Budgeting Advance, see the Appendix at the end of the directory. |

| Who to apply to | Jobcentre Plus via your local Jobcentre Plus office. |
**CommUNITY ACTION ISLE OF WIGHT**

**Helping Hands Grant**

Website: www.communityactioniw.org.uk

**Specific geographical area**

Isle of Wight only.

**Who can apply**

Ex-offenders who return to live on the Isle of Wight.

**What can be funded**

Small grant, maximum £50, that can be used for various purposes, for example, clothing.

**What is not funded**

Rent, or retrospective funding.

**How to apply**

Only through a statutory agency such as probation, Wessex Youth Offending Team, or Isle of Wight Social Services.

**Key dates**

Assessed fortnightly.

**Acknowledgement**

All applications are acknowledged through the submitting agency.

**Who to apply to**

Community Action Isle of Wight

**Address**

The Riverside Centre

The Quay

Newport

Isle of Wight

PO30 2QR

**Phone**

01983 524058

**Email**

mail@actioniw.org.uk
# EDINBURGH VOLUNTARY ORGANISATIONS’ TRUST

**Organisation**

**Website**

www.evoc.org.uk

**Specific geographical area**

Edinburgh and the Lothians only.

**Who can apply**

Post holders in Local Authority Social Work, Hospital Social Work, Medical or Voluntary Sector Agencies as agreed with EVOT may apply on behalf of individuals in need in the above specific geographical area. EVOT will not accept applications directly from individual members of the general public.

**What can be funded**

Grants are normally under £200. Applications may be for any relevant and urgent need. Payments cannot be made direct to an individual, only to the applicant agency.

**What is not funded**

Electrical items, cookers, fridges, student fees or equipment, repayment of debt of any type, holidays anywhere except in special circumstances, e.g. where a holiday is arranged by a recognised charity and is within the UK.

**How to apply**

The application should be concise and specific as a recommendation from the post holder for a charitable grant that does not substitute for the possibility of a benefit or discretionary grant from a state agency, or for a grant from a financial source linked to the applicant agency.

**Key dates**

Applications will normally be processed on a monthly basis.

**Acknowledgement**

Due to the large number of applications received at EVOT receipt of application cannot be acknowledged.

**Notes**

Only one application on behalf of an individual will be considered in a twelve-month period. Any unpaid or unused portion of grant should be returned to EVOT within a three-month period of receipt by the agency, otherwise future applications may not be considered.

**Who to apply to**

**Trust Administrator**

Edinburgh Voluntary Organisations’ Trust

EVOC, 1st Floor

14 Ashley Place

Edinburgh

EH6 5PX
**Organisation**  
HIBISCUS INITIATIVES

**Name of grant/loan**  
Advocacy and Support

**Website**  
www.hibiscusinitiatives.org.uk

**Who can apply**  
Foreign National, migrant, BMER and EU women can apply. We also have an ongoing project on crime prevention and resettlement aimed at Romanian women with a specific focus on the Roma community. Women from these communities can also apply for support.

**What can be funded**  
Travel expenses, emergency financial support for basic necessity, food.

**What is not funded**  
Non-essential items.

**How to apply**  
Contact our organisation directly or contact our Hibiscus Project Workers as they visit the prisons.

**Key dates**  
Any time of the year.

**Acknowledgement**  
All correspondence will be acknowledged.

**Notes**  
We hold SLAs in HMP Holloway and HMP Peterborough (also male side). We will answer requests for advice and information from other female prisons.

**Who to apply to**  
Either the Project Worker who visits the prison or Hibiscus’ Head Office

**Address**  
Hibiscus Initiatives  
356 HOLLOWAY ROAD  
356 Holloway Road  
London  
N7 6PA

**Phone**  
020 7697 4120

**Email**  
info@hibiscusinitiatives.org.uk

“I don’t have enough words to express to you all my gratitude. Hibiscus has been really kind, helpful, nice and friendly to me. Many thanks again for your help.”
### INNER LONDON MAGISTRATES COURT

**Name of grant/loan**
Poor Box Fund

**Specific geographical area**
Inner London.

**Who can apply**
Only probation officers or social workers on behalf of those who have appeared in court before the Inner London Magistrates, may apply.

**What can be funded**
Essential subsistence up to a maximum value of £75 though the average amount granted is £40.

**How to apply**
Ask your probation officer or social worker to contact ILMCPBF at Ealing Magistrates Court and to submit an application on your behalf. Please note that we will be unable to process your application unless it is submitted in this way.

**Key dates**
Funds can be applied for at any time.

**Who to apply to**
Administrator to the Trustees

**Address**
ILMCPBF, Ealing Magistrates’ Court

c/o Brent Magistrates’ Court

Church End, 448 High Road

**Town**
London

**Postcode**
NW10 2DZ

**Email**
ilmcpbf@btinternet.com
## Organisation

| Website       | www.matthewtrust.org |

## Who can apply

Prisoners with mental illness. A few grants are made to prisoners each year.

## What can be funded

A grant of around £20 for hobby materials.

## What is not funded

Lawyer’s fees.

## How to apply

Write in with details and reason for grant along with an endorsement from a health professional.

## Notes

Examples of recent awards: Mrs JG, was given a 12 month sentence: whilst in HMP her house was trashed and we helped to provide new furniture in time for her return home to make a fresh start. Mr JB, lived on the street, offended and was sent to HMP; his family severed contact and we helped with college fees for his rehabilitation. Mr DP developed an interest in art and we helped him with the cost of materials.

## Who to apply to

Mrs Annabel Thompson

<table>
<thead>
<tr>
<th>Address</th>
<th>Matthew Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 604</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
<td>SW6 3AG</td>
</tr>
<tr>
<td>Phone</td>
<td>0207 736 5976</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:amt@matthewtrust.org">amt@matthewtrust.org</a></td>
</tr>
<tr>
<td>Organisation</td>
<td>MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST</td>
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<td>------------------------------------------</td>
</tr>
<tr>
<td>Who can apply</td>
<td>A dependent relative of a serving prisoner.</td>
</tr>
<tr>
<td>What can be funded</td>
<td>Grants are made to assist dependent relatives of serving prisoners – to visit a family member in prison, to relieve hardship, etc. Grants can also be made to prisoners to cover the cost of travel to visit family members on town visits and home leaves, if the family is in hardship and cannot afford to pay the fares. Applications must be supported by a probation officer, social worker, prison officer, etc.</td>
</tr>
<tr>
<td>How to apply</td>
<td>In writing to the Trust at the address below.</td>
</tr>
<tr>
<td>Who to apply to</td>
<td>Mrs D S Jenkins</td>
</tr>
<tr>
<td>Address</td>
<td>The Michael and Shirley Hunt Charitable Trust</td>
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<tr>
<td>Ansty House</td>
<td></td>
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<tr>
<td>Henfield Road</td>
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<tr>
<td>Town</td>
<td>Small Dole</td>
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<tr>
<td>County</td>
<td>West Sussex</td>
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<tr>
<td>Postcode</td>
<td>BN5 9XH</td>
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<tr>
<td>Phone</td>
<td>01903 817116</td>
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Other Places to Look
OTHER PLACES TO LOOK

A variety of fund-raising directories can be found at:

**DIRECTORY OF SOCIAL CHANGE (DSC)**
24 Stephenson Way
London
NW1 2DP

**DIRECTORY OF SOCIAL CHANGE (DSC)**
Suite 103
1 Old Hall Street
Liverpool
L3 9HG

**Contact Information**

**Phone**
08450 77 77 07 (General Enquiries)
020 7391 4800 (London Office)
0151 708 0117 (Liverpool Office)

**Website**
www.dsc.org.uk

**Email**
info@dsc.org.uk

The two which may be of particular help are: A Guide to Grants for Individuals in Need 2015/16 and The Guide to Educational Grants 2015/16.

DSC directories can also be purchased online at www.dsc.org.uk

If you are in London you might wish to visit the small resource centre at the DSC and do your own research from the directories which are available there for public use. Opening times can be found on the DSC website.

**TURN2US**

This online directory of potential funders is easy to use and includes small funders who may provide grants to individuals in need according to geographical location or previous employment. The online directory also has a tool that enables the user to determine his/her state benefit entitlement.

**Website**
www.turn2us.org.uk
Two other websites and/or online directories you may wish to try:

1. Family Action’s educational grants database:

2. Student Cash Point is a FREE website that includes information and advice on thousands of funding opportunities available to help students across the UK with both college and university costs - from book and course fees to accommodation and more!
   www.studentcashpoint.co.uk

Directories that offer guidance on how to find funds for students or for individuals in need may also be available to the public in the reference section of your public library. Your local **Council for Voluntary Services (CVS)** may have an advisor who can help direct you to possible funding sources. Your local CVS may also have funding databases that are accessible to the public.

**OTHER POSSIBLE PLACES TO GO TO FIND SMALL SCALE FUNDING SUPPORT**

If you know where you will be when you are released from prison, then think about seeing if your local faith community (church/mosque/synagogue/temple etc.) can help you by providing some material assistance either directly or by putting you in contact with some affiliated charity.

It may be worth speaking to one of your prison chaplains before you are released, to ask for the name of a minister and to write with your request ahead of your release. If you decide to write to the minister you might ask for example if they know of anyone who will help provide some smart job interview clothing or some specific furnishing for your house or flat. Don’t be shy to ask the minister for whatever it is you think you will need to aid you in your resettlement. He or she may be able to help. At worst they can only say no!
"I wouldn’t have been able to sort out my problems without the bureau. I feel more confident about release now because I know there is help outside.” (prisoner)

The Citizens Advice Bureau, (CAB), service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. The CAB service aims to provide the advice people need for the problems they face, and to improve the policies and practices that affect people’s lives. Bureau workers give generalist and holistic advice and can also access specialist help for example from solicitors, immigration officers and housing departments. Some bureau have specialist debt workers and some offer ‘Financial Skills for Life’ short courses on how to manage your money. CABs deliver advice face to face, as well as by telephone, and email. The Service also provides advice through Adviceguide, at www.adviceguide.org.uk including a series of fact sheets specially developed for prisoners.

There is a network of 360 CAB across England and Wales working in over 3,500 high street and other locations, including prisons, bail and probation hostels and county courts. Currently, CAB provide advice in 34 prisons, and 11 CAB provide advice to people on probation and a further 69 CAB provide advice to ex-offenders. If you want to get advice post-release, it is best to go to your local CAB branch and find out how their system works. It may have a drop-in or an appointment session or a mixture of both and there should be a leaflet describing this. What you choose to disclose will be treated according to the Citizens Advice policy on confidentiality. The aim is for all those who walk in seeking advice to feel included, never excluded.

Information about the contact details for local Citizens Advice Bureau branches are listed on the Citizens Advice national website or under ‘C’ in the phone book.
DEBT ACTION NI
www.debtaction-ni.net

Debt Action NI is an Advice NI service that has been operating since 2009. Since then we have been able to help over 18,000 people deal with over £287 million in debt.

Debt Action NI is aimed at helping the most financially vulnerable in Northern Ireland. We are funded by the Department of Enterprise, Trade & Investment and supported by our members and Payplan, the UK’s largest provider of free debt solutions, including Debt Management Plans (DMPs) and Individual Voluntary Arrangements (IVAs).

Debt Action NI advisers provide a free, confidential and impartial service open to anyone concerned about their finances. It is an integrated service with a number of access options. People can call our Freephone helpline 0800 917 4607 to speak directly to an adviser between 8.00 am and 9.00 pm Monday to Friday and 9.00 am to 3.00pm on a Saturday.

They can log onto our dedicated website www.debtaction-ni.net and send an appointment request, email an adviser or interact with our virtual adviser. We also have a list of the contact details and location of advisers in your local area on our website.

People can also text the word ‘Action’ to 81025 and an adviser will call them back. Advisers offer face to face appointments and home visits to those who are most vulnerable.

BUSINESS DEBTLINE

Business Debtline is a free telephone service offering tailored, independent and impartial advice for sole traders, partnerships and Limited Companies trading in Northern Ireland. We provide free debt advice and free debt solutions for businesses experiencing financial difficulties, whatever the circumstance or situation. Factsheets are accessible online and cover all aspects of business insolvency issues along with step-by-step support on budgeting, debt prioritisation and negotiating repayments with creditors. This service is part funded by Business Debtline working in partnership with Advice NI. Contact Business Debtline by Freephone Monday to Friday 9.30am-5.30pm on 0800 0838 018 or for more information and to access our factsheets visit www.adviceni.net or www.bdl.org.uk

ADVICE NI

Advice NI is the membership body for the independent advice sector in Northern Ireland. We have 65 members that provide advice on a range of issues including benefits, employment and housing. You can search for members on our website. www.adviceni.net
<table>
<thead>
<tr>
<th>Organisation</th>
<th>DEBT ADVICE FOUNDATION</th>
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<tr>
<td>Website</td>
<td><a href="http://www.debtadvicefoundation.org">www.debtadvicefoundation.org</a></td>
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</tbody>
</table>

Debt Advice Foundation is a registered national debt advice and education charity offering free, confidential support and advice to anyone worried about debt. We do this through our free telephone counselling service and through free, downloadable money management tools available on our website. Because we’re a charity, you can be sure that the advice we provide is impartial and based solely on what is best for you. If you have a debt problem, Debt Advice Foundation can help you understand which options are available to you and will recommend the debt solution that is right for your situation.

Our aim is to help you regain control of your finances by:

- Reducing monthly repayments to a realistic and affordable level
- Stopping creditors taking enforcement action against you
- Protecting important assets such as your home.

If you are struggling to keep up with credit card or loan repayments or you are facing legal action from lenders as a result of payment arrears, our debt helpline advisors are standing by waiting to help. The charity advises on the full range of debt solutions available across the UK including Bankruptcy (sequestration), Debt Relief Orders, Free Debt Management Plans, IVAs, Trust Deeds, LILAs, Debt Arrangement Scheme, Administration Orders and Debt Consolidation.

More than 10,000 people, with debts in excess of £53m, contact the charity’s debt counselling service each year for advice. A typical call with an advisor will last about half an hour. The advisor will ask you for details about your monthly income, your essential outgoings and your monthly credit commitments. Once they have all the information they need, they will recommend the most appropriate course of action for your situation.

If you’re worried about debt and would like to talk to an advisor in confidence, you can call the charity’s helpline for free on 0800 043 40 50. Debt Advice Foundation’s Advisors are available Monday to Friday 8am to 8pm and Saturday 9am to 5pm. If you’re calling the charity’s helpline using a mobile phone, please let the Advisor know and they will call you straight back so you don't get charged for the call. Please remember that no matter how much money you owe or how serious you believe your financial situation is, there is a solution to every debt problem. You can also visit the charity’s website for more information.
**DWP - JOBCENTRE PLUS**

A Jobcentre Plus Prison Surgery Advisor is generally available to see individual prisoners or groups of prisoners at certain times during the week or month to give information and advice regarding:

- any training and any employment/work related enquiry that relates to getting him/her back into mainstream employment.

- any enquiries relating to benefits, allowances and grants.

To find out whether a Jobcentre Plus Prison Surgery Advisor visits your particular establishment, speak to an officer who has particular responsibility for resettlement.
The National Careers Service provides information, advice and guidance on learning, training and work opportunities. This can include:

- Advice on choosing a career
- Help to improve your CV
- Support with interview skills
- Information on possible sources of funding.

The service offers people confidential and impartial advice to help them plan for their future skills, careers, work and life choices.

The National Careers Service can be contacted free on 0800 100 900 seven days a week between 8am and 10pm. The service can also be contacted through a variety of online methods via the NCS website.
NIACE (NATIONAL INSTITUTE OF ADULT CONTINUING EDUCATION)

**Website**
www.niace.org.uk

Seeks to promote offender learning.

NIACE has a range of resources to help and inform an offender. They are very diverse from e-learning guides to money management products, help and advice about becoming self-employed or an introduction to a great range of ‘Quick Reads’.

The financial literacy products are particularly popular:

‘Let’s Talk About Money – Your Money Guide’ aims to help offenders and their family get to grips with some of the basics of money and gives some guidance on how best to manage it so that they can make the most of what they have. [www.niace.org.uk/current-work/lets-talk-about-money](http://www.niace.org.uk/current-work/lets-talk-about-money)


‘Thinking About How to Manage Your Money’ is specifically for young offenders. There is a range of animations that cover a number of scenarios that a young offender will experience, in and outside of prison, with supporting information. [www.niace.org.uk/development-research/k2-project](http://www.niace.org.uk/development-research/k2-project)

All of the guides have very good websites with download facilities that are available via the Virtual Campus. They focus on the financial needs of offenders in a number of different situations and are particularly helpful during the resettlement period of a sentence.
**Organisation**

**Website**

**Information**

The Soldiers, Sailors, Airmen and Families Association (SSAFA) Forces Help is the national charity helping and supporting those who serve in our Armed Forces, those who used to serve and the families of both. One day’s paid service in any of our Armed Forces is all that is needed to qualify for assistance from SSAFA Forces Help. This includes those who serve in our Reserve Forces and anyone who did National Service as well as the spouses, ex-spouses, widows and widowers, and dependents of those who have served.

We act as a case-working charity between client and service benevolent funds to raise funds for particular needs and signpost on to other relevant organisations where necessary.

We CAN help with: immediate needs; household items; essential items; help towards training costs; help towards work equipment; priority debts.

We CANNOT help with: quality of life items; cash grants. We do not have accommodation, but can provide support and advice in this area if required. This is not something we can guarantee however.

**Address**

SSAFA
Welfare Department
Queen Elizabeth House
4 St Dunstan’s Hill
London
EC3R 8AD

**Phone**

020 7403 8783

**Email**

For all welfare enquiries: welfare@ssafa.org.uk
UNLOCK - FOR PEOPLE WITH CONVICTIONS

Since 2000, Unlock has been helping people with convictions to move on in their lives by providing information, advice and advocacy, delivered by people who also have convictions and understand the challenges they face.

Services for individuals with convictions

Direct services

Helpline - Confidential, expert peer advice by telephone, email and letter, to people affected by a criminal conviction. Common areas we cover include: understanding the Rehabilitation of Offender Act 1974, the way criminal record checks work, disclosing to employers, applying to colleges and universities, buying insurance and travelling abroad.

Advocacy - There are some instances where we can intervene when somebody has been treated unfairly because of a conviction.

Online services

Information Hub - hub.unlock.org.uk provides online self-help information, covering a wide-range of issues that convictions can affect. We ensure that the information we provide is kept up to date, and is available as downloadable guides to share with those without internet.

Disclosure Calculator - www.discardcalculator.org.uk is a unique web tool that makes it simple to calculate when convictions become 'spent' and no longer need to be disclosed in most cases.

Online Forum - forum.unlock.org.uk provides the opportunity to engage in a positive, forward-looking network and provide peer support to others.

Online Magazine - www.the-record.org.uk shares positive and honest stories of people with convictions who are now living law-abiding lives.

Please note: Unlock is not a funding organisation, and so is not able to make financial awards of any kind.

Unlock Helpline

Unlock - for people with convictions
Maidstone Community Support Centre
39-48 Marsham Street
Maidstone
Kent
ME14 1HH
01634 247350
advice@unlock.org.uk
“I have been under the umbrella of Veterans Aid for only a few short months, however it has made an impression on me that will last a lifetime. The staff offer good practical advice and the odd case of hard reality when required but nothing is too much hard work or trouble. I’ve found the warm welcome after the harsh realities of homelessness is almost like coming back among friends and family.”

Veterans Aid provides assistance to all ex-service men and women who are homeless or about to become so. Any ex-service man, woman and ex-Merchant Navy person may apply for help. We can provide accommodation, food, clothing, travel, training and help with job searches. The ex-service person or the support staff can apply by contacting Veterans Aid direct by telephone or email. We like to act with speed and keep bureaucracy to a minimum. Help is swiftly given at any time of the year.

If you prefer to call in to Veterans Aid at the address below, the opening times are as follows:

Monday to Thursday 8.30am - 3.30pm; Friday 8.30am - 1.30pm.

Address
Veterans Aid
40 Buckingham Palace Road
Victoria
Town
London
Postcode
SW1W ORE
Phone
020 7828 2468, 0800 012 6867 (freephone)
Email
info@veterans-aid.net
Appendix
What is Universal Credit?

Universal Credit (UC) is a means-tested benefit, which means the amount you get depends on how much income and capital you've got. Capital means things like savings and some kinds of property.

Jobcentre Plus will administer UC. UC will eventually replace many existing benefits, which will be abolished.

UC is being introduced in a very limited number of areas only from April 2013, and rolled out gradually in more areas after this.

Universal Credit is not taxable and will be paid monthly.

Who can get Universal Credit?

Universal Credit (UC) is a benefit for people of working age. This means you must be under the age when you can make a claim for Pension Credit.

You don't have to be out of work to get UC. You may be able to get it if you're working, looking for work, sick or disabled, or caring for children or a disabled person.

If you're already in work, you won't lose all your UC if your earnings or hours of work increase. Instead, your UC will go down as your earnings go up.

You'll have to meet various conditions to get UC. These include accepting a claimant commitment. This is a document that says what you'll have to do to prepare for work, find work, get better paid work, or work more hours. For example, you may have to go to interviews to help you find work or apply for jobs.

What's the age for claiming Pension Credit?

If you're a woman, the age you can get Pension Credit is the same as your state pension age.

If you're a man, the age you can get Pension Credit might be different from your state pension age.

- The GOV.UK website has an online calculator which tells you when you can get Pension Credit at www.gov.uk.
Which benefits will Universal Credit replace?

Universal Credit (UC) will eventually replace the following benefits and tax credits:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit
- Working Tax Credit
- Housing Benefit
- Budgeting loans - an advance payment of UC will replace these.

However, if you live in accommodation to help you lead a more settled life or provide you with care, support or supervision, you may be able to get Housing Benefit and UC at the same time. UC often can’t help with your housing costs if you’re in this situation, so you may have to claim Housing Benefit as well as UC.

Universal Credit - when will it start?

Universal Credit is a new single benefit for working-age people. It will gradually replace most means-tested benefits such as income-based Jobseeker’s Allowance, income-related Employment and Support Allowance, tax credits and Housing Benefit.

Universal Credit started in one area in the North of England on 29 April 2013 and is being rolled out gradually to the rest of the country over the following months and years.

It’s expected that Universal Credit will cover all benefit claims by 2017.

Read this page to find out more about the timetable for introducing Universal Credit.

The pathfinder areas

You can get Universal Credit (UC) in the following areas:

- Tameside, from 29 April 2013
- Wigan, from 1 July 2013
- Oldham and Warrington, from 29 July 2013
- Rugby and Inverness, from 25 November 2013
- Harrogate and Bath, from 24 February 2014
Shotton, from 7 April 2014

Hyde, Altrincham, Stretford and Stalybridge, from 23 June 2014

Bolton (Great Moor Street), Bolton (Blackhorse Street), Southport, Bootle, Crosby and Farnworth, from 30 June 2014

Upton, Bromborough, Hoylake, Birkenhead and Wallasey, from 7 July 2014

Leyland, Prestwich, Preston and Bury, from 14 July 2014

St Helens, Eccles, Huyton, Worsley, Newton-le-Willows and Kirkby, from 21 July 2014

Crewe, Wilmslow, Chester and Congleton, from 28 July 2014

Heywood, Skelmersdale, Ormskirk, Middleton and Rochdale, from 15 September 2014. You can claim UC in Rawtenstall and Pontefract and in more postcodes in Bootle, Kirkby, Southport and St Helens from this date

Wavertree, Newton Heath, Cheetham Hill and Wythenshawe, from 22 September 2014. From this date, you can claim UC in more postcodes in Kirkby, Huyton, Bootle, Middleton and Prestwich, and in certain postcodes in Garston, Salford and Spen Valley

Williamson Square (Liverpool), Everton, Edge Hill (Liverpool), Toxteth and Barrow, from 29 September 2014

Accrington, Colne, Nelson and Burnley, from 6 October 2014. You can claim UC in more postcodes in Rawtenstall, Rochdale and Bury from this date

Atherton, Aston in Makerfield and Leigh, from 13 October 2014. You can claim UC in more postcodes in Bolton and Warrington from this date

Norris Green, Alexandra Park, Macclesfield, and the L4 6, L4 8 and L4 9 postcode areas in Liverpool, from 20 October 2014

Aintree, Belle Vale, and the LA5 postcode area in Liverpool, from 27 October 2014. You can claim in more postcodes in Barrow and Garston from this date

Fleetwood and the PR4 0 area in Preston, from 3 November 2014

M12, M13, M19 0 (Longsight Manchester), M14 (Rusholme) and M21 (Chorlton) postcodes in Manchester from 10 November 2014

Openshaw, Didsbury, postcodes SK1 to SK8 (Stockport), WA7 (Runcorn), WA8 (Huyton and Widnes) and more postcodes in Garston, St Helens, Longsight Manchester, Wythenshawe, Macclesfield and Hyde, from 17 November 2014
• Blackburn, Darwen, Clitheroe, Chorley and more postcode areas in Accrington, Burnley, Colne, Leyland, Nelson, Ormskirk and Preston from 24 November 2014

• Neston, Ellesmere Port, Winsford, Northwich and Salford and more postcodes in Chester, Eccles, Crewe and Cheetham Hill from 1 December 2014

• Blackpool North, Blackpool South, St Annes, Lancaster, Kendal, Barrow, Irlam and more postcodes in Preston and Ormskirk from 8 December 2014

• Clitheroe, Carlisle, Penrith, Workington, Whitehaven and Cleator Moor and more postcodes in Kendal from 15 December 2014.

These areas are known as the pathfinder areas, because they are the first areas where UC is being introduced.

The complete list of pathfinder areas can be found at www.gov.uk/jobcentres-where-you-can-claim-universal-credit

If you live in a pathfinder area, want to claim benefits and meet certain conditions, you’ll have to claim UC, rather than one of the benefits it replaces.

Until 2014 you had to be single to claim UC in a pathfinder area. From 28 July 2014 you can make a new claim as a couple in any pathfinder area and from November 2014, in a small number of area, you can claim if you have children.

Once you’ve started getting UC in the pathfinder area, you’ll carry on getting it even if your circumstances change, for example, if you move to a different area.

The Government plans to introduce UC for most people by the end of 2017.

Universal Credit - who can get it?

Universal Credit (UC) is a single benefit you can get if your income and capital are below a certain level. To get UC, you have to meet certain basic conditions of entitlement. This page explains what these conditions are.

Can you get Universal Credit?

If you want to get Universal Credit (UC), you have to make a claim. You’ll also have to meet all the following conditions of entitlement:

• when you first claim UC, you must live in an area where it’s been introduced - these are called pathfinder areas. When you make a claim, you must also be in the group of people who can claim UC in a pathfinder area

• you must be 18 years old or older, although some 16 and 17 year olds can get it

• you haven’t yet reached Pension Credit age
you must live in Great Britain, although there are some exceptions to this. You must also meet certain residence requirements.

you must not be in education, although there are some exceptions to this.

you must have accepted a claimant commitment.

your income and capital must be low enough. Capital means things like savings and some kinds of property.

Have you reached Pension Credit age?

If you're a woman, the age you can get Pension Credit is the same as your state pension age.

If you're a man, the age you can get Pension Credit might be different from your state pension age.

The GOV.UK website has an online calculator which tells you when you can get Pension Credit, at www.gov.uk.

Couples and Universal Credit

If you're in a couple, you'll both normally have to meet all the conditions of entitlement, but there are some exceptions.

People in the pathfinder areas

Some of the conditions of entitlement for people making an initial claim in the pathfinder areas are different than the ones described on this page. This includes the fact that:

you must be 18 or over and under 60 years and 6 months - this is not the same as the age for getting Pension Credit.

you must be a British citizen and have lived in the UK for two years before you claim UC. You must not have left the UK for a continuous period of four weeks or more in these two years.

The different conditions only apply to people making a claim for UC. If your circumstances change once you're getting UC, you can carry on claiming UC, as long as your partner also meets the conditions of entitlement.

Universal Credit - the claimant commitment

Universal Credit is a benefit you can get if your income and capital are below a certain level. To get Universal Credit, you normally have to accept a claimant commitment. Read this page to find out more about the claimant commitment and why it’s important for you to know what’s in it.

What is your claimant commitment?

Once you’ve submitted your claim for Universal Credit (UC), you’ll be asked to go to an interview with a Jobcentre Plus adviser and accept a claimant commitment. This is a document which sets out what you have to do to prepare for work or find work. If you’re already working, it may set out what you have to do to find better paid work or work more hours. The steps you have to take are known as your work-related requirements.
Your work-related requirements will depend partly on which work-related group you’re in. There are rules about which work-related group you should be in. These depend on your personal circumstances and can’t be changed by your adviser. But you may also have some individual steps which you’ve agreed with your adviser to take in order to help you get back into work, or to find more or better paid work.

**What are the work-related requirements?**

There are four work-related requirements:

- the work-focused interview requirement
- the work preparation requirement
- the work search requirement
- the work availability requirement.

Your claimant commitment may include one or more of these requirements, depending on your circumstances. You will be told at your interview which requirements you’ll be expected to meet.

**Which work-related requirements should be in your claimant commitment?**

The work-related requirements your claimant commitment contains depend on which work-related group you’re in. There are rules about which work-related group you should be in and which requirements you have to meet. This depends on your personal circumstances. Jobcentre Plus has to follow these rules. They will interview you to decide which group you’re in and which requirements to include.

You should always check which work-related requirements are in your claimant commitment to make sure it contains the right ones. If Jobcentre Plus has put you in the wrong group, it may be asking you to do things to get your full amount of benefit that you’re not actually required by law to do.

To make sure your claimant commitment contains the right work-related requirements, you can follow these steps:

**Step one**

Check your claimant commitment to see what it says you have to do. For example, your claimant commitment may say that you have to spend 35 hours a week looking for work.

**Step two**

Check which type of requirement each of the things you have to do comes under. For example, looking for work comes under the **work search requirement**. The pages about what the requirements are say what each requirement involves.

**Step three**

Check which work-related group you’ve been put in. You can do this by:

- looking at any paperwork you’ve got from Jobcentre Plus
- asking Jobcentre Plus which group you’re in.
If either of these things aren’t possible, you will need to work out which group you’re in.

Once you know which work-related requirements your claimant commitment says you have to meet, you can find out which group has to meet these requirements. This will tell you which group Jobcentre Plus has put you in.

**Example**

Your claimant commitment says you have to spend 35 hours a week looking for work.

This comes under the work search requirement.

Only people who are in the all work-related requirements group have to look for work.

This means you’ve been placed in the all work-related requirements group.

**Step 4**

Once you’ve worked out which work-related group you’re in, you should check whether Jobcentre Plus has put you in the right one. For example, if you’re responsible for a two-year old child you should be in the work-focused interview only group. People in this group don’t have to look for work. If you’ve been asked to look for work it means you’ve been placed in the wrong work-related group. You can challenge Jobcentre Plus’s decision if it put you in the wrong group.

**Couples and the claimant commitment**

If you’re in a couple, you normally each have to accept a claimant commitment to get UC. If you each have to accept it but one of you won’t, you can’t get UC. However, in some cases, only one of you has to meet the conditions of entitlement and accept a claimant commitment.

**If you’re temporarily exempt from meeting your work-related requirements**

You may be temporarily exempt from meeting your work-related requirements. You might be exempt, for example, if:

- you’ve got to go to court

- you’ve got temporary caring responsibilities or an emergency at home

- you’re sick for a short period

- you’re the victim of domestic violence.

If you’re temporarily exempt, Jobcentre Plus should record this in your claimant commitment.

**Reviewing and updating your claimant commitment**

Jobcentre Plus can review and update your claimant commitment. They’ll do this if your circumstances change and you no longer have to meet the same work-related requirements. If this happens, they’ll update your claimant commitment to say which requirements you now have to meet. You’ll then have to sign the up-to-date claimant commitment to carry on getting UC.
Prisoners escorted by officers move around HMP/YOI Portland.
Sanctions and your claimant commitment

If you fail to meet any of the work-related requirements in your claimant commitment, Jobcentre Plus may sanction you. This means they reduce your UC for a certain period of time.

If you’re sanctioned because of a work-related requirement which isn’t in your claimant commitment, you can challenge the sanction.

Universal Credit - what are the work-related requirements?

When you claim Universal Credit, you normally have to meet certain work-related requirements. These are the things you’ll have to do to help you get back into work, or to find more or better paid work.

This page gives you some basic information about the work-related requirements.

What are the work-related requirements?

Top tips

If you’re not sure which work-related requirements you have to meet, you should check which work-related group you’re in before you look up what the requirements are. You may not have to meet all the work-related requirements or you may only have to meet some of them.

The work-related requirements are:

• the work-focused interview requirement
• the work preparation requirement
• the work search requirement
• the work availability requirement.

You may also have to co-operate with checks on whether or not you’re meeting your work-related requirements.

Your work-related requirements will depend partly on which work-related group you’re in. There are rules about which work-related group you should be in. These depend on your personal circumstances. Jobcentre Plus has to follow these rules.

The official term for work-related requirements is conditionality. If you’re already in work, your work-related requirements may be referred to as in-work conditionality.

The work-focused interview requirement

This means taking part in an interview to help you find or stay in work. The interview may include things like helping you find opportunities for training or education.
The work preparation requirement

This means taking steps that make it more likely you’ll get paid work. If you’re already working, it means taking steps that make it more likely you’ll get better-paid work or more hours.

The kind of steps you’ll be required to take might include a skills assessment, taking part in training, in an employment programme or in work experience.

The work search requirement

This means taking steps to get paid work. If you’re already working, it means taking steps to work more hours or get better-paid work. Jobcentre Plus will expect you to take all reasonable steps to achieve these things. This includes things like applying for jobs and attending job interviews.

The work search requirement also means taking any particular action Jobcentre Plus tell you to take to achieve these things. For example, they may tell you to apply for a particular job. Jobcentre Plus can decide how long you must spend taking this kind of action.

The work availability requirement

The work availability requirement means being able and willing to start paid work immediately. This includes going for job interviews.

Checks on whether you’re meeting your work-related requirements

Jobcentre Plus may carry out checks to see that you’re meeting your work-related requirements. For example, you may have to take part in an interview or give Jobcentre Plus information or evidence. You must co-operate with any checks that are made. If you don’t, they may sanction you.

If you don’t meet your work-related requirements

If you fail to meet any of the work-related requirements in your claimant commitment, Jobcentre Plus may sanction you. This means they will reduce your Universal Credit for a certain period of time. You can challenge a decision to sanction you.

Universal Credit - which work-related requirements do you have to meet?

When you claim Universal Credit, you normally have to meet certain work-related requirements. These are the things you’ll have to do to help you get back into work, or to find more or better paid work.

Your work-related requirements will depend partly on which work-related group you’re in. There are rules about which work-related group you should be in. These depend on your personal circumstances. Jobcentre Plus has to follow these rules.

This page tells you more about the work-related groups and helps you work out which group you should be in. This will help you work out whether you’re someone who has to meet the work-related requirements, and if so, which ones.
The no work-related requirements group

If you're in this group, you won't have to meet any work-related requirements. This means you won't have to find or prepare for work.

Who is in the no work-related requirements group?

People in this group include people who:

• are already working and their earnings are high enough

• have limited capability for work-related activity – this applies to some people who are sick or disabled

• are responsible for a child aged under one

• are caring for a severely disabled person

• are pregnant or have recently given birth. This means that it must be between 11 weeks before and 15 weeks after your due date

• have reached the age when they can claim Pension Credit.

The work-focused interview only group

If you're in this group, you'll have to meet the work-focused interview requirement. This means taking part in one or more work-focused interviews to help you find or stay in work.

You won't have to meet any other work-related requirements. This means you won't have to look for work, be available for work or prepare for work.

Who is in the work-focused interview only group?

You'll be in this group if you're:

• single and responsible for a child one or two

• a foster parent - although this only applies in some cases

• caring for a child in certain other circumstances.

If you're already working and your earnings are high enough, you'll be in the no work-related requirements group instead.

The work preparation group

Jobcentre Plus will put you in this group if you have limited capability for work. You may be in this situation if you have an illness or disability that limits the work you can do or if you are single and responsible for a child aged three or four.

You won't be in the work preparation group if you have limited capability for work-related activity. You should be in the no work-related requirements group instead.

If you're in the work preparation group, you may have to meet the work preparation requirement. This means taking steps to get you ready for work. These include things like taking part in training or work experience.
If you're in the work preparation group, you may also have to meet the work-focused interview requirement. This means taking part in one or more work-focused interviews to help you find or stay in work.

People in the work preparation group don't have to meet the work search requirement or the work availability requirement. This means you won't have to search for work or be available for work.

If you're already working and your earnings are high enough, you'll be in the no work-related requirements group instead.

The all work-related requirements group

If you're in this group, you'll normally have to meet the work search requirement and the work availability requirement.

The work search requirement involves taking action to get work. The work availability requirement means you have to be able and willing to do paid work immediately. This includes going for a job interview.

If you're in the all work-related requirements group, you may have to meet the work-focused interview requirement and the work preparation requirement as well.

Who is in the all work-related requirements group?

People in this group will include anyone who isn't in one of the other work-related groups. Most unemployed people who are capable of working will be in this group.

If you're not a British citizen and you're from a European Economic Area country you'll often be in the all work-related requirements group even if you're one of the people who is normally in one of the other groups.

What if you're already working?

You can still be in the all work-related requirements group if you're already working. If you're already working, your work search requirement may involve taking action to get better-paid work or work more hours. However, if you're already working and your earnings are high enough, you'll be in the no work-related requirements group instead.

Exemptions from meeting the work-related requirements

You might be temporarily exempt from meeting the work search requirement and the work availability requirement.

In some cases, victims of domestic violence don’t have to meet any work-related requirements.

How to work out which work-related group you're in

Jobcentre Plus may have told which work-related group you're in. If they haven't, you can contact them and ask them.

Your claimant commitment can help you work out which work-related requirements you have to meet and which group you're in. Your claimant commitment is a document that sets out your work-related requirements.
What if Jobcentre Plus has put you in the wrong work-related group?

Jobcentre Plus can only put you in a work-related group if you meet the conditions for that group. You'll need to check the conditions for the groups to work out which one you should be in.

If you don't meet the conditions for going into a work-related group, Jobcentre Plus can't put you in it. If they've put you in the wrong group, you can challenge them.

Universal Credit - how do you claim it?

Universal Credit is a means-tested benefit for people on a low-income. It will gradually replace most means-tested benefits paid to working-age people such as income-based Jobseeker’s Allowance and income-related Employment and Support Allowance.

Most claims for Universal Credit will need to be made online. Read this page to find out how to make a claim for Universal Credit and what to do if you need help getting online.

The Universal Credit claims process

There are two stages to claiming Universal Credit (UC).

The first stage is to make an online claim.

The second stage is to go to a face-to-face interview at a Jobcentre Plus office.

The online claim

You will need to fill in an online claim form to make a claim for UC. There is no paper form you can fill in.

You can make the claim at home or wherever you can get access to the internet.

When you make a claim, you will be asked to input your personal details including your National Insurance Number.

You will need to have all the information ready that you need to make the claim, as it must be completed in one session. The UC website will tell you what type of information you need to have with you.

You will go through a security process that will ask you to type in some letters or numbers as they appear on screen.

You will then be asked a set of questions which will determine whether you are eligible for UC.

If you get stuck making your claim, you can call a Universal Credit helpline while you’re online and someone will talk you through it.

What if there are technical problems with the website?

If there are technical problems with the GOV.UK website, a webpage will be displayed that gives alternative contact arrangements. This will also be the case if you are using an internet browser that can’t access the site properly.
What if you have any questions about your claim?

If you have any questions about your claim, you should be able to make these on the phone or face-to-face.

If you aren't eligible for Universal Credit

If you aren't eligible for UC, you will get an onscreen message telling you this and directing you to further information about benefits and credits that you might be able to get.

If you're eligible for Universal Credit

Once you've answered all the questions on the claim form you'll be shown a summary of the information you have entered and asked to confirm the details. You will be able to go back and correct any mistakes at this stage before you give final confirmation that the information is correct.

A figure will be displayed showing what someone in your circumstances is likely to get to cover their household needs. This will only be a guide based on the information you have given, and may be different to the amount you actually receive.

You will then submit your claim. The date of your claim will be the date you submit your online application.

Jobcentre Plus will post a decision letter to you, confirming that you're eligible for UC.

The interview

After submitting your online claim, Jobcentre Plus will contact you by phone to tell you the date of your interview and what evidence you need to bring with you. A text message will be sent to confirm the appointment details.

You will need to bring along evidence to support your claim, such as wage slips, medical certificates and proof of your savings. You will also need to bring proof of identity such as your passport or birth certificate.

At the interview, you will be interviewed by an adviser who will ask you to agree to a number of conditions.

These conditions will be detailed in a claimant commitment which you will normally need to accept to get UC. If you don't accept your claimant commitment, your claim will be closed.

You will be given a copy of your claimant commitment to take away.

If you don't have internet access or can't use the internet

If you don't have internet access, you should be able to use computers at your local Jobcentre Plus office. Jobcentre Plus staff should be able to help if you get stuck while making your claim or you can get help from the Universal Credit helpline.

Your local authority will also be able to provide internet access points, support and face-to-face advice.
Your library will also probably have a computer you can use, free of charge. In exceptional circumstances, you may be able to claim by phone or with a home visit.

It won’t be possible to fill out a paper form. If you are able to claim by phone or with a home visit, an adviser will complete the online form for you.

**Help getting online**

If you need help getting online, your local library can help you find a course. You can also find out about free courses near you by visiting the Learn My Way website.

You can get help to improve your computer skills from the Go On UK website.
A prisoner and his partner share an intimate moment during a visit. HMP/YOI Portland.
UNIVERSAL CREDIT - BUDGETING ADVANCE

Universal Credit - budgeting advances

A budgeting advance is an advance payment of Universal Credit. It is a type of loan. You may be able to get a budgeting advance to cover expenses that aren’t regular, for example, a one-off item, an unforeseen expense or expenses in an emergency. You’ll have to repay a budgeting advance.

If you’re getting Universal Credit, budgeting advances replace budgeting loans from the social fund.

This page explains who can get a budgeting advance and how much it is.

Who can get a budgeting advance?

You can get a budgeting advance if you meet all of the following conditions:

• you or your partner are getting Universal Credit (UC)

• you make an application for the budgeting advance

• you or your partner have been getting certain benefits for at least six months when you make your application, although there is an exception to this if your earnings are low enough

• you and your partner don’t owe Jobcentre Plus any repayments on a previous budgeting advance

• Jobcentre Plus are satisfied they can recover the budgeting advance from you.

You can’t appeal against a decision about your entitlement to a budgeting advance.

Have you been getting certain benefits for at least six months?

You can only get a budgeting advance if you or your partner have been getting one of the following benefits for at least six months when you apply for the advance:

• Universal Credit

• income-related Employment and Support Allowance

• income-based Jobseeker’s Allowance

• Income Support

• Pension Credit.

However, you don’t have to meet this condition if you need a budgeting advance for an expense to do with getting work or keeping your job.
Are your earnings low enough?

If you’re single, you can only get a budgeting advance if your earnings in the six complete assessment periods before you apply for the advance are £2,600 or less.

If you’re in a couple, you can only get a budgeting advance if your and your partner’s earnings in the six complete assessment periods before you apply for the advance are £3,600 or less.

Jobcentre Plus works out your earnings for a budgeting advance in the same way as it does when it calculates UC. However, there is an exception to this. When Jobcentre Plus calculates your UC, they sometimes treat you as if your self-employed earnings are higher than they actually are. This can happen if your earnings fall below an amount known as your minimum income floor. Jobcentre Plus do not do this if they’re calculating your earnings for a budgeting advance.

Can Jobcentre Plus recover the budgeting advance from you?

You can only get a budgeting advance if Jobcentre Plus are satisfied they can recover it from you. They take into account your other debts and liabilities when they decide this.

How much is a budgeting advance?

The amount of a budgeting advance depends on the expense you need to meet. However, there are limits on the amount of an advance. The following table gives the maximum amounts of a budgeting advance.

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<th>MAX AMOUNT OF BUDGETING ADVANCE</th>
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<td>You’re single and you’re not responsible for a child or young person</td>
<td>£348</td>
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<td>£464</td>
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<tr>
<td>You’re responsible for a child or young person.</td>
<td>£812</td>
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Jobcentre Plus can’t pay a budgeting advance of less than £100.

Effect of capital on a budgeting advance

If you have capital, this may affect the amount of a budgeting advance. Capital means things like savings and some kinds of property. Jobcentre Plus works out your capital in the same way as it does for the UC calculation, but the capital limits are different for budgeting advances.
If your capital or the capital of you and your partner is £1,000 or less, it won’t affect a budgeting advance.

If it’s more than £1,000, Jobcentre Plus reduces your budgeting advance in the following way:

- they calculate your capital

- they deduct £1,000 from your capital

- they deduct the amount left after this from your budgeting advance.

**Example**

You apply for a budgeting advance of £200. You have £1,100 of savings but no other capital. Jobcentre Plus deduct £1,000 from the figure for your capital. This leaves £100. They deduct this £100 from the £200 budgeting advance. This leaves £100. You can only get a budgeting advance of £100.

**How is a budgeting advance paid?**

Jobcentre Plus will normally pay a budgeting advance directly into your bank account or other account.

**Repaying a budgeting advance**

You’ll have to repay a budgeting advance. Jobcentre Plus will normally recover it by making deductions from any ongoing payments of UC that you receive.

There are certain things Jobcentre Plus must tell you in writing about the budgeting advance. They must tell you:

- that they’re going to make deductions from your UC payments - they must do this either before they make the advance or when they make it

- the amount they’re going to deduct

- that you must repay any outstanding budgeting advance that they don’t recover from ongoing payments of your UC.

If you’re in a couple, Jobcentre Plus also have to notify your partner of these things.

**Short-term benefit advances**

If Jobcentre Plus haven’t decided whether you’re entitled to benefit yet or they haven’t paid you yet, you may be able to get a short-term benefit advance. You have to be in financial need.
FOODBANKS AND OTHER HELP

Foodbanks and other help in your area

If you’re struggling to feed your family, or need other urgent assistance, find out what help you may be able to get in your area.

Finding a foodbank near you

In recent years, foodbanks have started to open around the country. They are often run by churches, charities and other community groups.

Trussell Trust foodbanks

The Trussell Trust is a charity that runs one of the largest network of foodbanks in the UK. You will usually have to have a food voucher to take with you to their foodbank in order to get food. People like GPs and social workers, and charities such as your local citizens advice bureau, may be able to issue you with a food voucher. The Trussell Trust foodbank can then give you up to three days’ emergency food at one of their foodbanks.

You can search the Trussell Trust website to see if there is a foodbank in your area at www.trusselltrust.org

The Trust can also help if you want to set up a foodbank in your community.

Other local foodbanks

If you can’t find a Trussell Trust foodbank near you, there may be other foodbanks in your area. There may be one at a local church or at another community centre. Each will operate their own system. You may not always need food vouchers.

Contact your local council and ask if there is a foodbank near you, and what other help may be available.

If you can’t afford to get to a foodbank

If you live in a rural area and cannot afford to get to a foodbank, you may be able to get an emergency delivery of food. Check if a foodbank in your area offers such a service.

Getting other emergency help

Your council, your local Citizens Advice bureau or another local charity will also know about what other help may be available in your area. This could include things like:

• a soup kitchen

• a place to go for breakfast or hot meal

• emergency breakfast for children

• second-hand furniture or household appliances
You can ask your local council for the details of their **local welfare assistance scheme** and how the scheme can help you. You can also get more information about a local scheme in your area on the Children's Society website at [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)

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<td>The Royal British Legion (TRBL)</td>
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THE PRISONER FUNDER DIRECTORY PROVIDES A VALUABLE SERVICE AT A VERY MODEST COST

The Directory is an extremely useful publication for serving prisoners and ex-offenders alike. By bringing together such a wealth of useful information, it not only contributes towards empowering individuals to take control of their own affairs, but also supports those organisations which provide information and advice to people with convictions by providing a one-stop-shop for funding information. The impact that such a resource can have on those who are in desperate need of high quality information should not be underestimated.

Chris Stacey, Director (Services), Unlock - for people with convictions.

As a Vision Office Peer Adviser this publication has been an invaluable resource when I have needed to find advice, guidance or funding sources, both for other woman prisoners and on a personal level. I had no idea that such a wonderful resource existed for prisoners and ex-offenders; it gives me a great deal of hope for me and my peers for what could have been an uncertain future.


The Prisoner Funder Directory is a reliable resource that is valued and respected among library users and staff. It can be called on to assist the men with addresses for charities and other support networks. As a librarian I am asked to deliver information on a daily basis and very much appreciate the vast amount of quality information that the Prisoner Directory provides.

Susan Robinson, Prison Library Development Worker, HMP Frankland.

Prisoners I have helped using your directory have successfully applied for funding.

Prisoner, HMP Garthree.

As a Career Adviser in custody I find the Prisoner Funder Directory an invaluable resource when working with the men at HMP East Sutton Park and the men at HMP Swaleside. It is brilliant to have so many funders included in just one book, and I particularly like the user friendly layout which makes it very easy for both me, and the men and women I work with to navigate. I find that the men and women are pleasantly surprised, and often quite touched to see how many charities and organisations there are offering funding support when sometimes they can feel quite forgotten in the prison system. Thank you to the Hardman Trust, I would be lost without it!

Susie Whymark, Tribal (National Careers Service In Custody Adviser).

On behalf of many prisoners, I would like to thank you for your hard and valuable work.

Prisoner, HMP Springhill.