

# Universal Credit Transition Fund (£10 million) - Partnership opportunity

The Department for Work and Pensions (DWP) is pleased to announce that the Universal Credit Transition Fund Grant application process is now open.

The fund will enable external partners to help people who most need extra support to move closer to or into work, including supporting them to make a claim to Universal Credit (UC) where they are not already in receipt. We are looking for local charities, community groups and other organisations of any size which are well placed to identify and help vulnerable people struggling to access and engage with support, particularly when moving between other arms of state provision and the welfare system.

While extensive support for those claiming UC and moving towards employment exists for some groups, there is less provision targeted specifically at employment focussed support for other groups such as **care leavers, prison leavers, refugees, homeless people and those with substance dependencies**.

We therefore intend to target the fund on these groups and any other vulnerable people where partner organisations identify a need for this type of support.

We are looking to work with creative and innovative partners across England, Wales and Scotland who are well placed to identify and help vulnerable people who are struggling to engage with support.

We will consider and welcome bids from all suitable organisations including those with existing innovative ideas that could be scaled up.

The grant funding will be available during the 2020/2021 financial year up to 31 March 2021.

---

## Details of the partnership opportunity

The Universal Credit Transition Fund (UCTF) will award grants to 'not for profit' partners, including voluntary organisations, charities, social enterprises and anyone who has the relationships with and the skills to help individuals navigate UC and move closer towards employment.

Applications must be innovative, unique and address the needs of the local claimant groups and should not duplicate provision currently available.

The **minimum requirements** for this fund will primarily be, but not exclusively, to target support at care leavers, prison leavers, refugees, homeless people, those with substance dependencies and any other

vulnerable groups where there is less employment-focussed support and evidence of poor outcomes, with some of the following objectives;

- Support care leavers to overcome barriers and increase engagement with public services and begin moving them towards employment.
- Support prison leavers to break the cycle of offending, remove barriers and begin moving them towards employment.
- Support refugees to engage with DWP and other relevant agencies and provide direct support to address barriers and begin moving them towards employment.
- Support those with substance dependencies to address barriers and begin moving them towards employment.
- Support people who are homeless and those at risk of becoming homeless to address underlying cause(s) and provide the practical support they need to begin moving them towards employment.
- Support any other vulnerable group to overcome barriers and begin moving them towards employment.

As we expect to be working with a range of different and innovative support schemes targeted at different groups, the required outcomes or indicators of successful delivery will vary according to the group and the support being provided, therefore, these may include:

- Support with making a claim to Universal Credit or whilst receiving Universal Credit.
- Regular engagement with a Jobcentre Plus Work Coach.
- Support/referral to digital upskilling.
- Attendance at training opportunities.
- Increased engagement with an individual or organisation.
- Increased motivation/participation in an activity.
- Increased social awareness/skills.
- Attendance at a community group or activity.
- Take up of volunteering opportunities.
- Seeking help from a support group or worker, GP, Counsellor.
- Steps towards removal of a barrier that makes the individual socially excluded.

- Engagement, progression and achievement of outcomes evidenced via a SMART action plan and exit report.
  - Support into employment.
- 

## **How to apply**

If you wish to apply you must complete this application form and send it to your local Jobcentre Plus Service Leader; their contact details are here:

[Jobcentre Plus Service Leaders](#)

We are unable to consider application forms received after the closing date:  
**31 March 2020.**

---

## **More information**

For further information, please contact your local Jobcentre Plus Service Leader; their contact details are here:

[Jobcentre Plus Service Leaders](#)

# Universal Credit Transition Fund: Application Form

Thank you for your interest in making an application for funding via the Universal Credit Transition Fund (UCTF).

## Notes:

1. This document is for the purpose of making an application for UCTF to support the costs associated with the delivery of the minimum requirements of the partnership (above).
2. In order to approve the award of grant funding to cover the delivery costs, applicants must provide details of their proposed delivery model. This application form should be fully completed; taking account of the guidance notes contained [Annex B](#) and [Universal Credit Transition Fund: Application Guidance](#)

The completed application form should be emailed to your local Jobcentre Plus Service Leader by 31 March 2020, their contact details are here:

[Jobcentre Plus Service Leaders](#)

3. Please include electronic signatures at the relevant sections. Where these are unavailable, please confirm in the covering email that a signed, hard copy has been sent.
4. Any forms submitted by email which do not contain electronic signatures and are not backed up by a signed, hard copy, will not be accepted.  
**Acceptance of the signed application form does not constitute an offer of grant funding from Jobcentre Plus.**
5. Jobcentre Plus will inform applicants in writing of the outcome of their application.
6. References in this application form to partnership and partnership working are not intended to refer to the Partnership Act 1890 nor to Limited Liability Partnerships Act 2000 and accordingly unless the applicants have chosen to form a partnership to which either of these statutes apply, neither this application nor any approval of it will constitute a requirement to comply with either statute.

## Annex A: Universal Credit Transition Fund – Application for Grant Funding

|              |  |
|--------------|--|
| <b>From:</b> | <b>To:</b><br><br>The Secretary of State for Work and Pensions |
|              |  |

### Lead Project contact (day-to-day working level contact):

*Print Name.* ..... *Signature*.....

*Organisation*.....*Position*.....

*Date :* ..... *Tel no:*.....

### Senior Responsible Officer:

*Print Name.* ..... *Signature*.....

*Organisation*.....*Position*.....

*Date:* ..... *Tel no:*.....

## Section A: Basic Information

**1. Please include the name of your organisation, company number and its status i.e. public/ private/ voluntary/ social enterprise etc. and provide confirmation that you are applying for the grant funding in the capacity of Lead Accountable Body and have regularly auditable accounts that could be made available on request:**

**2. Details of other organisations/ partners with whom you will be delivering the partnership requirements and their roles:**

**Will your partnership remain open: yes / no (delete as appropriate).**

**3. Which of the minimum requirements will your proposal deliver?**

**4. Details of the geographical coverage of your proposal in which you are seeking to deliver the partnership activity:**

**Full Jobcentre Plus District coverage: yes / no (delete as appropriate).**

**If no, please state the Local Authority Districts in which you intend to deliver:**

## **Section B: Detailed Proposal**

**1. Please provide details of your proposal for delivering the minimum requirements of the partnership, including (max 500 words):**

**2. Details of planned expenditure and how it will be disbursed to partner organisations, subject to approval of application. You should include details of any fixed assets you intend to purchase using the grant funding** (Note: the purchase of fixed assets with the FSF grant funding is limited to £1,000 for Information Technology hardware and software, and £5,000 for other assets. Fixed assets may not be purchased where the value of the grant is under £10,000 – see guidance):

**What is the total value of the application: £**

**What is the total value of all fixed assets (excluding IT): £**

**What is the total value of IT fixed assets: £**

## Section C: Additional Information

|   |
|---|
| <b>1. Please provide details of how effective partnership working will make the most of public money, this may be through alignment of funding streams, improved coordination, reductions in duplication etc (max 250 words);</b>                         |
| <b>2. Details of financial, delivery and risk controls (max 250 words):</b>   |
| <b>3. Please provide details of any benefits, above the minimum requirements, that your proposals would additionally deliver, focusing on DWP's objectives to help maximise movement into employment and reduce economic inactivity. (max 250 words):</b> |
| <b>4. Please submit details of any evidence and experience of delivering partnerships of this nature before and/or that you are currently delivering. (max 250 words):</b>  |

## Section D: Additional Information

|  |
|--|
| <b>1. Please submit details of any further evidence deemed appropriate in support of your grant funding application (max 250 words):</b> |
|--|

## Section E: Profile Information

|           |
|-----------|
| <b>1.</b> |
|-----------|

## Section F: De Minimis Aid Declaration

**Note:** this section (and [schedule 2](#)) applies to all organisations intending to apply for a grant under the terms of the Treaty on the Functioning of the European Union, De Minimis Regulation.<sup>1</sup>

### Declaration

I declare that the amount of State aid received or applied for but not yet received (but excluding aid for which your application was rejected) by the organisation over the last three years is:

| Year and date aid was granted  | Value of the aid in Euros. | From which organisation and which scheme | What activity or item was the aid given for | Which de minimis regulation was the aid provided under |
|--|----------------------------|--|---|--|
| Fiscal year end date within XXXX   |                            |  |   |  |
| Fiscal year end date within XXXX   |                            |  |   |  |
| Fiscal year end date within XXXX   |                            |  |   |  |
| Fiscal year end date within XXXX NB This must be the current fiscal year |                            |  |   |  |

---

<sup>1</sup> Commission Regulation (EC) no. 1998/2006 of 15 December 2006.



Signed .....

Date .....

Position .....

Must be an officer of the company with the authority to bind the organisation in legal agreements

Company/Organisation (full Legal Name)

.....

## Section G: Applicant Details

### Funding Application completed by:

*Print Name.* ..... *Signature* .....

*Organisation* .....

*Position* .....

*Date:* .....

*Tel no:* .....

## **Annex B: Supporting notes for completion of funding application**

The following notes are intended to assist you in making an application to the UCTF. They should be read in conjunction with the [Universal Credit Transition Fund: Application Guidance](#).

1. Funding is only available for the delivery of the partnership objectives as set out in the minimum requirements and application form.
2. Funding can only be agreed with and provided to a Lead Accountable Body (LAB) who is a legal not for profit entity with auditable accounts i.e. voluntary organisation, charity, local authority, a Community Interest Company (CIC), Special Purpose Vehicle (SPV) or equivalent.
3. The LAB should complete an application for funding that provides sufficient information on which a decision on whether or not to fund can be made and assurance that they have robust plans in place to deliver the minimum requirements of the partnership.
4. Universal Credit Transition Fund, if awarded, should not be used to fund<sup>2</sup>:
  - Goods or services that should be obtained through normal commercial procurement under the DWP's existing procedures
  - contributions in kind;
  - payments for activities of a political or exclusively religious nature;
  - deliberate impairment of fixed assets;
  - input VAT reclaimable by the Organisation/LAB from HM Revenue and Customs;
  - interest payments or service charge payments for finance leases;
  - gifts;
  - entertaining which would bring into question the use of public funds for example corporate hospitality, launch events etc. though payments for meals and soft drinks to support delivery of an opportunity may be considered.;
  - to pay for rent / estates, however, short term, one off hiring of rooms to support the delivery of opportunities may be considered;
  - statutory fines, criminal fines or penalties;
  - To pay wage or recruitment subsidies or provide incentives to employers.
  - payments for works or activities which the Organisation/LAB, or any member of the Partnership has a statutory duty to undertake, or that are fully funded by other sources;

---

<sup>2</sup> Full details of the conditions on funding will be provided in the grant letter.

- bad debts to related parties;
  - payments for unfair dismissal or other compensation;
  - mainstream provision or services delivered as standard within Jobcentre Plus;
  - working capital or retained to cover future running costs and expenditure.
5. The decision to award funding will be made by the Secretary of State for Work and Pensions. Decisions will be made based on the quality and detail provided in the proposal taking into account how appropriate the proposal is for our customers in the context of the local labour market.
6. Where a grant is offered under the terms of the De Minimis Regulation, funding will not be awarded where the LAB has received funding, in the three fiscal years ending on the date on which this funding would be given, which when added to this funding, would be in excess of the de minimis limit of €200,000 or in respect of services of general economic interest €500,000.<sup>3</sup>

---

<sup>3</sup> Further information on de minimis aid is provided at Schedule 2

## Schedule 1

[Insert name of LAB]

Please provide a breakdown of the costs you envisage will be covered by any funding awarded. This document should be completed, signed and returned along with the completed application form

### BREAKDOWN OF FUNDING REQUEST:

| Item of Expenditure | Budget (in UK Sterling) |
|---------------------|-------------------------|
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |

**NAME OF DIRECTOR]**

.....

**[SIGNATURE OF DIRECTOR]**

**Director**

## Schedule 2

### De Minimis Aid Declaration

#### INFORMATION ABOUT DE MINIMIS AID PREVIOUSLY RECEIVED

1. Under World Trade Organisation agreements and European regulations, any assistance from the public sector towards trading operations must be strictly controlled and fall within agreed limits. De minimis aid is assistance from a public source for a trading activity which is below the threshold of aid requiring prior notification and approval from the Commission. In so far as it is relevant to FSF this now allows an organisation<sup>4</sup> to receive up to €200,000 of de minimis aid generally over a three-year period ending on the date on which this application relates (the funding) would be given. Please note that the limits are in Euros, therefore when measuring the level of aid given, the official Commission Euro / £ exchange rate at the time that the assistance is granted must be used to determine the amount of aid given<sup>5</sup>.
2. Organisations may be considered for assistance under the De Minimis Regulation namely (Regulation 1998/2006). This regulation allows organisation to receive in aggregate up to €200,000 de minimis aid over any period of three fiscal years ending on the date on which this funding would be given.
3. To confirm that you are able to receive this assistance you must declare the full amount of aid, from any public source, and in any format, you have already received over the last 3 financial years. You must declare whether or not it was de minimis aid. All aid received whether de minimis aid or otherwise exempted aid, must now be declared. Please note that this is a change from the requirements of previous regulations. Please be explicit in your explanation of what the aid you received has been used for.
4. Please provide information about any public assistance under €200,000 you have received in the last three years in Section F together with any funding that you have applied for but have not yet received.
5. The following is not a comprehensive list of the possible forms of aid. However, it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any

---

<sup>4</sup> The limit applies to aid received by your organisation in the UK or if you are part of a group to your parent organisation. If this is the case it may be more practical for you to get this form completed by your parent organisation. If your own company is a parent to subsidiary organisations then you must include the De Minimis aid received by your subsidiaries in the UK in this declaration.

<sup>5</sup> European Exchange Rates accessible from [http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency\\_historique&currency=GBP&Language=en](http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique&currency=GBP&Language=en)

assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from public bodies
  - Loans from public bodies at favourable rates
  - Loan guarantees from public bodies
  - Differential tax benefits
  - Grants from an investment trust (including charities) which may themselves have received the funds from a public body
  - Investment from a part publicly funded venture capital fund
  - Publicly administered funds, even if the funds were originally not public such as the national lottery
  - Landfill tax
  - Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
  - Monopoly licences or guarantees of market share
  - Advertising via a public channel such as a tourist board or state owned television
  - Consultancy advice provided either free or at a reduced rate
  - Training provided either free or at a reduced rate
  - Aid for investment in environmental projects
  - Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
  - Purchase of public land or property at a less than market rate
  - Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary.
7. These types of aid may have been provided as de minimis or as another form of state aid. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded the €200,000.
8. You should have received a letter informing you if you were given assistance under the de minimis regulation. If you are unsure as to whether or not any public assistance you have received is de minimis aid, please contact the granting body to clarify.
9. Any De Minimis aid awarded to you under this project will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, the offer letter must be retained and shown to any other public body to whom you apply for funding for the three years following the offer. False declarations will lead to the recovering of the value of the assistance offered plus interest.

# Universal Credit Transition Fund: Application Guidance

1. The application is in connection with the delivery of support to people to navigate the benefit system and prepare for work, as specified in the advertisement as set out above.
2. The applicant must complete all sections of the application form. The application must be submitted by a single organisation, which must be a legal entity with auditable accounts. Where the application is submitted on behalf of a partnership, a single organisation must represent the partnership as the 'Lead Accountable Body'
3. Applicants may consult Jobcentre Plus for advice on the details of the locally specified requirements and the partnership aims and objectives when developing their application, but most information they require should be contained in this document, the application form or the link above. Applicants wishing to contact Jobcentre Plus should send an email to the following address in the first instance:

[Jobcentre Plus Service Leaders](#)

## Application

### Contact details for the project

4. This should be the person(s) that we can contact with any queries regarding your application. Please provide a postal address, an email address and a telephone number.

### Senior Responsible Officer

5. Please nominate your senior responsible officer. If your application is successful, this is the person to whom the grant award letter will be addressed.

## Section A: Basic Information

### Box 1: who is the lead partner in the application?

6. Applicants must provide their organisation name, company number and status in the first part of the application and confirm that they are applying in the capacity of a Lead Accountable Body.
7. A Lead Accountable Body (LAB) will manage and be accountable for the money on behalf of the partnership, a legal entity with auditable accounts.

8. We will not prescribe the partnership model in detail, but lead accountable bodies will need to satisfy themselves and us that they and their partners will meet the minimum requirements set out on the application form and will comply with all relevant legislation in relation to delivering the required partnership working. If they are not a Local Authority, successful applicants should also be aware that they may need to provide further supporting documents such as; financial accounts/statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets; Certificate of Incorporation, Charities Registration certificate or alternate form of incorporation documentation (if this cannot be provided, request VAT registration certificate); and Memorandum and Articles of Association or statement of the organisations constitution.
9. We reserve the right to select from the range of projects that are put forward within the application, so successful applicants should be aware they may not have their application accepted in its entirety.

**Box 2: please list all partners that will be involved**

10. We particularly welcome partnership applications; applicants should list the partner organisations who will be involved in the delivery on the application form. Applicants should consider involving smaller partner organisations that can add value.
11. The lead applicant will need to confirm that their partnership will remain open to recruiting new members, organisations/ individuals in the local area which wish to become involved and can add value but any decision on adding new members will rest with the partnership.
12. The applicant will need to set out clearly how they intend to/have assessed the financial viability and track record of partner organisations they are working with to deliver the partnership activity.

**Box 3: Minimum Requirements.**

13. Applicants' proposals must meet at least one of the minimum requirements of the application and if not that they reconsider if they can amend their proposal/partnership so that they are able to.

**Box 4: Details of the geographical coverage?**

14. Please state the proportion of the Jobcentre Plus District your application covers, by Local Authority District (LAD). It may be possible to have two or more partial coverage awards which complement each other to cover the full district.



## Section B: Detailed Proposal

### Box 1: Your Proposal

15. To be considered for grant funding, all applications must have a plan for how they will deliver the minimum requirements of the partnership, this plan should follow the general principal contained in this guide.

#### General:

16. The customer group will be primarily, but not exclusively, care leavers, prison leavers, refugees, homeless people and those with substance dependencies. Other vulnerable groups with specific barriers to work can be considered.

### Box 2: The costs

17. Include a full cost breakdown of your proposal including details of any additional funding and items/services being provided at nil cost and how any funding will be disbursed to partner organisations.
18. List any fixed assets that will be purchased with the grant funding, noting the limits of £1,000 in total for IT assets (hardware and software) and £5,000 in total for other assets. **Note where a grant application is for £10,000 of less the funding cannot be used to purchase fixed assets.**
19. **Value for money will be a key consideration when evaluating applications.**
20. Applications will also be expected to demonstrate value for money and good stewardship by delivering maximum benefit to individuals for the cost incurred.
21. The details of the Universal Credit Transition Fund grant funding payment model will be contained in a formal grant offer letter.

## Section C: Additional information

**Box 1: Please provide details of how effective partnership working will make the most of public money, this may be through alignment of funding streams, improved coordination, reductions in duplication etc.**

22. One of the aims of partnership working is to make the most of public money. This can be demonstrated by showing how working as a partnership has reduced costs e.g. removing duplication. Or by the partnership working together being more effective than the constituent partners on their own e.g. pooling knowledge and expertise.

23. You should also detail any additional funding streams that have been considered, specifying if these have been secured, are in progress or not available. You should also set out how these funding streams may align with the partnership activity specified in the application document.

**Box 2: Details of financial, delivery and risk controls**

24. You should demonstrate an awareness of a controls environment and provide evidence of controls you have in place to manage delivery, financial and wider risk to an acceptable level. You will also need to have identified key risks to your partnership and how you will manage them.

**Box 3: Please provide details of any benefits, above the minimum requirements, that your proposals would additionally deliver, focusing on DWP's objectives to help maximise movement into employment and reduce economic inactivity**

25. One of DWP's key objectives is to help maximise movement into employment and reduce economic inactivity. By meeting the minimum requirements your proposal will contribute to these aims, but please list any additional benefits that your proposal will have over and above these aims in particular.
26. These additional benefits may come from an innovative proposal or partnership working but should not come at the expense of meeting the minimum requirements.

**Box 4: Please submit details of any evidence and experience of delivering partnerships of this nature before and/or that you are currently delivering.**

27. Organisations involved in applications will often have significant expertise in the required field.
28. Applicants should set out their experience and expertise along with details of their existing partnerships as part of their bid.

**Section D: additional information**

29. Please outline any further information you wish to provide about your application that you feel will help support it during assessment. This section should only be used to provide information you feel it has not been possible to set out in answer to the earlier questions.

## **Section E: Profile Information**

30. Please indicate the number of people your application will cover based on your knowledge and expertise of these particular customer groups in your community.

### **General Principals:**

31. In addition to the points contained above in relation to the specific questions on the application form or the partnership opportunity there are general principles that your application document should meet as a minimum:

- Answer all questions as fully as possible and include all relevant details whilst respecting the words limits on individual questions.
- Provide clear evidence and analysis to support your proposal/answers.
- Numerical information provided should be in a simple and easy to understand format whilst including all relevant detail.
- The delivery plan is aligned with local JCP priorities as set out by the minimum requirements of the applications and any aims and objectives
- You should demonstrate an understanding of the local labour market conditions.
- You should consider the effect of your proposal on our customers and take steps to ensure this positive.

## **Section F: de minimis aid**

Note: this section applies to all organisations intending to apply for a grant under the terms of the Treaty on the Functioning of the European Union, De Minimis Regulation.<sup>6</sup>

32. Grant funding may be made under the State Aid Treaty, De Minimis Regulation (Commission Regulation (EC) no. 1998/2006 of 15 December 2006). A Lead Accountable Body must be a legal not for profit organisation with auditable accounts. The Department reserves the right to confirm the status of the Lead Accountable Body before making an award.

## **Section G: Applicant details**

33. Please include details of who completed the application form.

---

<sup>6</sup> Commission Regulation (EC) no. 1998/2006 of 15 December 2006.