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**PARENTAL EMPLOYABILITY SUPPORT FUND**

Parental Transition Fund Grant Application Guidance

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| **Parental Transition Fund Guidance** |
| **About the Funding**  This fund exists to support parents from the six priority family groups engaging with Parental Employability Support Fund (PESF) or No One Left Behind (NOLB) funded provision who are underrepresented in the labour market, and overrepresented in low paid, insecure, work by tackling the financial barriers parents face in entering or progressing in further education, training, or employment.  Services delivering under PESF or NOLB can apply to this fund on behalf of eligible parents or apply for crèche costs to supply childcare for parents engaging in courses that would lead to gaining employment or upskilling.  Applications to the Parental Transition Fund should only be made when all other avenues for funding have been exhausted and any funds awarded will be issued directly to the provider and not to the individual parent/s.  Providers can access this funding by submitting an application. Application forms can be requested from The Parental Employability Support Team at The City of Edinburgh Council. To request or submit an application for this fund please contact:  [**parentalemployability@edinburgh.gov.uk**](mailto:parentalemployability@edinburgh.gov.uk)  There is no upper award limit in place for this fund and providers are permitted to apply to the Parental Transition Fund more than once.  There is no set deadline for applications to the Parental Transition Fund - the fund will remain open until funds are depleted, and providers will be notified when the fund is closed.  We will aim to get back to you with a decision within 7 working days of receiving your application and we aim to issue funding payments on a quarterly basis.  When a parent has received funding through the Parental Transition Fund, this should be added to their Helix record with clear reference to PES Transition Fund.  **Funding Eligibility**  Beneficiaries of this funding should be:   1. Registered with and eligible for support from one of Edinburgh’s Parental Employment Support Fund projects or registered with an approved Employability Provider delivering No One Left Behind provision in the city.   and   1. Unemployed and seeking work, or working in low pay/low skill job and meeting at least one of the following priority family criteria:    * Lone parents    * Families with a disabled parent or child    * Families with three or more children    * Minority Ethnic Families    * Families where the youngest child is under 1 year of age    * Families where the mother is under 25 |
| **How will applications be assessed?**  The application will be assessed for eligibility and basic threshold criteria by The City of Edinburgh Council. Applications will be reviewed on an ongoing basis and applications that do not meet the eligibility criteria will not move forward. |

**Step by Step Application Guide**

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| **Funding Category** |
| What is the funding application for? Select the appropriate category or if ‘other’ then specify the reason that funding is being sought.  The crèche (providers) option should be selected where providers require funding for crèche provision to support the running a specific course for parents that would lead to gaining employment or upskilling.  The childcare (parents) option should be selected where a parent requires funding support to access to childcare whether short term, stop gap or a one-off payment. |

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| **Organisation Name** |
| Please provide the name of the organisation that is making an application to the Parental Transitions Fund. |
| **Project Name** |
| Please provide the name of the project funded by PESF or NOLB that is working with the parent(s). |
| **Funding Amount Requested** |
| Please provide the total amount of funding requested. |
| **HELIX IND** |
| Please provide the Helix IND (idenfication) number(s) for the client or clients who will benefit from the funding application. |
| **Number of parents who will benefit from this funding** |
| Please provide the total anticipated number of parents who will benefit from this funding application. |
| **Priority Family Groups** |
| Please select the priority family group/s that the funding application will support. One or more family groups can be selected. These are the six priority family types identified as being at higher risk of child poverty. More information on the priority family groups can be accessed [here](https://www.gov.scot/publications/tackling-child-poverty-priority-families-overview/pages/poverty-rates-amongst-priority-family-types/#:~:text=in%20absolute%20poverty.-,Children%20in%20the%20priority%20groups%20are%20more%20likely%20than%20average,child%20under%20one%2C%20and%2032). |

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| **Please outline the crèche arrangements you require financial support for** |
| This section should be completed by providers who are applying for funding to support crèche arrangements where parents are engaging in a course and childcare provision is required for the duration of the course.  The detail provided should include:   * Details of the course including course name, description, provider, course length and where relevant, any certifications participants will gain. * Details of crèche provision including hourly cost, the hours/days required and any preferred childcare provider, if known. |

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| **Please outline the support required for your client/s to enable them to overcome barriers towards progression.** |
| This section should be completed by providers on behalf of parent/s. An outline of the support required for parent/s to enable them to overcome barriers towards progression and how this will support the parent’s employability journey should be given in the section. This information will be used to determine eligibility.  Examples of how this funding can be used to remove barriers and support progression include:   * Childcare * Advanced qualification courses * Driving courses e.g., fork-lift training, driving lessons * Personal Training qualifications * Accounting / Beauty / Food Hygiene qualifications * Clothing for work e.g., safety boots * Travel * Translation support * PVG   For childcare arrangements please include the hourly cost, the hours/days required and any preferred childcare/other provider, if known.  For external courses / training etc please include course details and cost breakdown.  For translation support please include hourly cost, the hours/days required and any preferred provider, if known.  For Driving Lessons please indicate the driving instructor, breakdown of the costs, the employability benefit to the parent and, where relevant, how they will sustain the ongoing costs of purchasing and owning a car.  For all applications, please include a quote or other evidence of the costs.  Applications must be for upcoming payments, the funds cannot be used to pay retrospectively. |

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| **How will this benefit the client?** |
| Use this section to detail how this funding will benefit the client/s - information provided here must be related to progression to education, training, or employment. |

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| **Manager / Caseworker signature** |
| Please ensure that this section is signed by an appropriate person. Managers or Caseworkers can sign this section.  Please return this form by email to [parentalemployability@edinburgh.gov.uk](mailto:parentalemployability@edinburgh.gov.uk) |