

*Awards are granted entirely at the discretion of the Legion's Civvy Street service which may refuse applications from eligible applicants; there is no appeals procedure*

## Chapter 4

### Application guide

This step-by step guide will help you plan your application for a Legion Employment Support Grant and show you where to get help if you need it. Make sure that you apply for an award well before it is needed or the start of your course or job outcome. You may have to wait two to six weeks for an answer from the Legion (this can take longer in August/September/October).

- Step 1. Are you eligible to apply?
- Step 2. Will the application lead to a job outcome, trade or profession? Do you have the supporting evidence from the Employer or approved support agency?
- Step 3. If you are applying for course related costs check the course is the right one for you and you are confident you will be able to understand and complete the course. Check that you can afford the time to attend the course, study and complete the course.
- Step 4. Have you taken account of any disability or health problems that might make it difficult for you to take up the job, trade or profession or complete the course?
- Step 5. Make sure you're happy with the provider you have chosen. You can find out about your chosen provider by talking to people who have already used them. It is worthwhile comparing several different providers before making a final decision as the cost of the service or course can vary. The Royal British Legion does not approve providers although we monitor feedback from previous users.

- Step 6. Look closely at areas such as the type of costs you want the award to cover and check if you are eligible for funding from any other source. If additional requirements are needed above what the award may cover you will have to contribute to the cost from your own means
- Step 7. If you have any questions you can contact the Legion Employment Support Grants Adviser service via the Help Line on 0800 169 4073 or Email [info@civvystreet.org](mailto:info@civvystreet.org).
- Step 8. Work out how much you need. Our application form asks you to calculate the costs including VAT.
- Step 9. Make sure that you fill out the application form fully and accurately. If you do not supply all of the information requested your application may be returned or we may have to contact you and this will delay your application.
- Step 10. The Legion may need supporting documentation such as proof of service, address, copies of financial statements, proof of employment status and proof the grant is linked to a job, trade or profession.
- Step 11. If you need help filling out the form, contact the Legion Employment Support Grants Adviser service via the Helpline on 0800 169 4073 or Email [info@civvystreet.org](mailto:info@civvystreet.org). Information given on the form may be used by the Legion to monitor and evaluate the Legion's Employment Support Grant Scheme within the provisions of the Data Protection Act.
- Step 12. Once you have completed the application form fully then submit your form by post or online.
- Step 13. Wait to hear from the Employment Support Grants Adviser service. As part of the assessment process we may arrange a visit by a Local Legion Welfare Officer or their representative to confirm the information you have provided within your application and confirm a financial need exist. Please note the

welfare officer who visits is unable to discuss whether your application will be successful or not. The Civvy Street service has no control over the time this visit may take to complete, our welfare teams are very busy and your application will be dealt with as quickly as possible.

- Step 14. The Royal British Legion will then let you know whether or not your application has been successful. (Remember you may have to wait two to six weeks for an answer and this can take longer at the start of the academic year August/September/October).
- Step 15. If an award is agreed, you will be sent an official letter from the Legion confirming an award has been made and for what purpose. The Legion will not release any funds until your provider has provided an official invoice for the costs for the award agreed.
- Step 16. If any of your circumstances change after you have made an application or after you have received the award, you must tell the Legion Employment Support Grants service immediately.