**The Inside Out Trust** (The working name of the Berkshire Care Trust)

**Registered Charity No. 285886**

**Please forward completed applications to:** **applications@theinsideouttrust.org**

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| **APPLICATION FOR ASSISTANCE** |
| Offenders Initials:*(please do not give full name)*  |  | Age:  |   |
| Town where offender lives: |  | Gender: |  |
| Ethnicity: |  |
| Type of Supervision: |  |
| Dates:  | From:  | To:  |

|  |
| --- |
| **Purpose of Application**Please give as much information as possible in particular the link between the application and the work being done through the Order to achieve the rehabilitation of the offender and the response of the offender to this supervision.  |
|  |
| **Amount of money requested:**  | **£** |
| **Breakdown of costs of items to be purchased (if appropriate):**Please include a detailed breakdown, including prices and where the items are to be purchased.  |
|  |
| **Financial Circumstances:** |
| **Total ALL monthly income:** £(Include wages; pensions; other earnings; and benefits received – please list below)**Total ALL monthly outgoings:** £(Include rent; mortgage; council tax; secured loans; appliance hire purchase and rental; utility costs; care and health costs; transport and travel costs; fines; loan from family or friend; and legal fees)**Amount left over after essential monthly outgoings paid**: £**Benefits and tax credits received (please tick):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child Benefit |  | Employment and Support Allowance |  | Jobseeker's Allowance (income-based) |  |
| Child Tax Credit |  | Income Support |  | Statutory Sick Pay |  |
| Working Tax Credit |  | Disability allowance (DLA / PIP) |  | Carer's Allowance |  |
| Universal Credit |  | Child disability allowance (DLA / PIP) |  | Other benefit |  |
| Local Housing Allowance / Housing Benefit |  | Jobseeker's Allowance (contribution-based) |  |  |  |

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| **Have any applications been made to any other sources, and if so, what was the outcome? Include previous requests to BCT/TIOT** |
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| **Are there any other matters you wish to bring to the attention of the Trustees?**  |
|  |
| **Bank transfer to be paid to:** (This is the service which employs you). |  |
| **Name of applicant:**(Offender Manager**)** |  | **Date:**  |  |
| **Full Office Address:** |  |
|  |
| **Office Tel No:**  |  |
| **Approved by** (enter name of SPO): |

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**Guidance Notes:**

**About the Trust**

* The Trust provides financial assistance by way of grants or emergency cash payments to people under the supervision of the Probation Services in the Thames Valley.
* We provide financial assistance for anything from basic clothing to household items or meeting the cost of getting back into work.
* TIOT provides each Probation office in Berkshire with an emergency fund for those in immediate need.
* A TIOT application form must be completed by an Offender Manager (not the PoP), signed off by an SPO and emailed to the TIOT Treasurer. The 3 Trustees on a 1 month rota aim to respond quickly and in good time to help the applicant.
* PoPs remain anonymous. The Trustees should only be given basic personal details – the focus should be on how the grant may support their rehabilitation.

**What do we assist with?**

The following list attempts to give guidance on what is acceptable (and what isn’t) in applications for grants on behalf of PoPs to The Inside Out Trust (the new working name of Berkshire Care Trust). It is aimed at those submitting applications and at Trustees on the rota team considering such applications. Note that these are only guidelines and there may well be reasons why they can be overridden, depending on the case being made. Note also that we should be informed of where the items are to be obtained from so that we can judge value for money.

Given the limited funds available to the charity, the need is to focus on what are essential items. Bear in mind whether the items being requested are easy to sell on for cash, especially if the service user has a history of drug misuse.

* Training and Employment
	+ Vocational courses likely to lead to employment. This may include travel costs.
	+ Initial travel costs for work – bus pass, rail card, bicycle
	+ Boots, or other clothing, required to take up the offer of employment
	+ Basic tools for the job if they have to be supplied by the service user
	+ CSCS card for work in the building trade
	+ Driving licence, either because the job involves driving, or to confirm the person’s identity. Sometimes, a Passport is a requirement with some companies
	+ Smart clothes for interviews
		- Note that both MAPIS (men) <https://www.mapis.org.uk/suit2go.html> and Smart Works (women) <https://smartworks.org.uk/> can supply smart clothes and interview advice
	+ We would not usually consider suits as these are now rarely required for interviews
	+ We would not consider expensive sets of tools
	+ We would not consider requests for Tablets or Laptops
	+ We would not consider assistance with vehicle purchase or maintenance
* Health and Wellbeing
	+ Basic mobile phones in order to keep in touch with Probation
	+ Citizen’s Card or Driving Licence to confirm identity and allow bank accounts to be opened
	+ Bicycle (usually second hand)
	+ Smartphones will not usually be considered (although during the pandemic lockdown a cheap one was signed off to allow for job applications with libraries closed)
	+ We will not usually consider applications for gym membership or leisure activities (although ex-military with PTSD have been accepted)
	+ We will not usually consider money for emergency medical treatment which could be very costly and needs to be treated with caution
	+ We will not consider covering the cost of name changes by deed poll
* Accommodation
	+ In extreme cases, tents for homeless (even with the Government’s assistance during the pandemic there were times when housing was unavailable to the service user)
	+ Due to the expense involved, it is unlikely that we can support deposits required to rent a property until there is a formal Housing Deposit Scheme backed by dedicated funding. This area therefore needs to be treated with caution and we can probably only afford to assist with grants towards a deposit rather than the full amount
* Household
	+ Basic household needs such as kitchen utensils or bedding
	+ Basic white goods such as a fridge, cooker or washing machine
		- Note that we usually prefer these to be obtained as new items, as second hand items come without a guarantee and if they fail, we may well be asked to help with replacements
	+ Basic furniture such as a bed, a mattress, sofa or chair
		- Note that we can signpost service users to projects who can help with providing furniture, such as Christian Community Action in Reading - [https://www.google.co.uk/search?q=christian+community+action+reading&ie=UTF-8&oe=UTF-8&hl=en-gb&client=safari#](https://www.google.co.uk/search?q=christian+community+action+reading&ie=UTF-8&oe=UTF-8&hl=en-gb&client=safari)
	+ We will consider requests for blinds and curtains if the lack of them is impacting sleep
	+ We will not usually consider requests for Televisions
	+ We will not usually consider requests for carpets, although some particularly deserving cases have been approved
* Clothes
	+ Clothes on leaving prison as clothing may have been lost, is no longer fit for purpose or warmer clothes for winter may be required
	+ We will not consider requests for branded items – only basic essentials
	+ Note that the Trust will usually award a grant of no more than £150 for basic replacements, although be aware that an application may include a mixture of clothes for work and leisure which should be considered separately
* Exceptions
	+ Our constitution only allows us to assist those under the supervision of Probation Services in the Thames Valley
	+ We will not consider applications for payment of rates, taxes or fines. The Trust now has a policy of not making loans (although some older application forms included this option) as we believe that this can set up a PoP to fail
	+ We will not supply grants for vouchers as we cannot control what they are used for and they can easily be converted to cash

**Application Form Guidance**

* Offender details - initials only (and beware file names). Include type and dates of supervision
* Purpose - in particular the link between the application and the work being done through the Order to achieve the rehabilitation of the offender plus the response of the offender to this supervision
* Amount requested – any application above £500 has to go to the full committee, so may be delayed
* Breakdown of costs
	+ Price each item and include where costs obtained so that Trustees are aware of value for money
* Financial circumstances – supply total monthly income and outgoings including any benefits and credits and tick those being received.
* Applications to other sources - also cover any earlier applications to BCT/TIOT for this service user
* Other matters for the Trustees consideration, not covered elsewhere
* Payment details – ensure this is filled in with the Offender Manager’s (OM) details.
	+ Money is usually paid by bank transfer to the service which employs the OM, although this might be the service they are embedded with (e.g. IOM Police Officers embedded with Probation).
	+ Cheques may still need to be sent when no direct transfer has been agreed (currently YOS).
* SPO (or senior manager) sign-off is mandatory

**What can you do to help us?**

* Submit an editable softcopy of the application form which allows for data to be cut and pasted – a scan of a handwritten or printed form doesn’t help us capture key data for reports we have to supply
* Ensure that applications have enough information included, especially:
	+ Background; plus work being done through the Order to achieve the rehabilitation of the offender and the response of the offender to this supervision
	+ Breakdown of costs and where costed (to ensure value for money)
	+ Ensure SPO sign-off is included
* Ensure that applicants are only known by their initials – including filenames
* Respond promptly to requests for further information - we can’t pay the grant unless you give us the information and we would prefer not to have to send chasers
* Ensure that items requested are not too easily converted to cash
* Ensure that you accompany the offender to purchase the items
	+ Keep receipts as our Independent Examiner picks applications at random to check
* Give us feedback on how the offender is progressing
	+ We need to justify how we use the funding given by our sponsors