



# Support your branch learning with a Kickstart grant

Application form  
2018-2019



@unisonlearning



Jess Hurd/reportdigital.co.uk



Peter Smith

## FINANCIAL HELP TO KICKSTART YOUR BRANCH LEARNING

Kickstart grants are exactly what they sound like: they help you 'kickstart' learning activity in your branch with awards of up to £250 to help to cover your costs. To qualify for a Kickstart grant, your learning activity must involve at least ONE of the following:

- recruiting ULRs
- engaging learners in English, maths and digital skills
- developing workplace skills, particularly for those with least access to training
- improving equality and diversity
- supporting apprenticeships.

If your learning activity meets one or more of these criteria, it may be eligible for a Kickstart grant to help cover the costs. Eligible costs can include:

- hiring the venue
- paying for refreshments at lunchtime events
- promoting the activity
- purchasing Quick Reads
- ICT
- learning centre equipment.

**NB Kickstart grants cannot be used to pay for tutor costs.**

If your application for funding is successful, you will be expected to:

- complete and return learner equality forms
- complete the report forms
- complete the review form
- complete and return the signed register of attendees as part of our tracking of learners
- reclaim money spent within 28 days.

**NB Any promotional materials must include the Inclusive Learning or ULF logo.**



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## KICKSTART GRANTS FAQs

### How much is a Kickstart grant?

Up to £250 for learning activity that meets the criteria.

### What are the criteria?

To qualify for a Kickstart grant, your learning activity must meet at least one of these criteria:

- recruiting ULRs
- engaging learners in English, maths and digital skills
- developing workplace skills, particularly for those with least access to training
- improving equality and diversity.

These are priorities we have agreed with the Union Learning Fund (ULF), which means all the activities you organise that meet these criteria will count towards our outcomes.

### Who can apply for a Kickstart grant?

ULRs, Lifelong Learning Coordinators, Area Organisers, Regional Organisers and other education staff. ULRs must discuss their application with their branch before submitting.

### How do we apply?

Please complete all parts of this form. Incomplete forms will be returned and delay your decision.

Return this form to [kickstart@unison.co.uk](mailto:kickstart@unison.co.uk)

### Can we speak to someone before applying?

If you are applying for the first time and want to discuss the Kickstart programme, call **Katie Shaw**, **Oreleo Du Cran** or **Jon Tennison** on **020 7121 5116**.

### When can we apply?

Kickstart is a rolling programme, so you can submit your application at any time. It will normally take us 14 days to reply.

### What happens once we submit our application?

We will consider:

- whether you do meet the ULF criteria
- how well you have used funding in the past (if you have had funding previously)
- the number of ULRs you have
- how well you have completed paperwork in the past.

We will normally give you a decision within 14 days.

### Can we apply for a grant if our activity will cost more than £250?

For financial support over £250, please complete the 'Moving On' application form. You can download the form from our website:

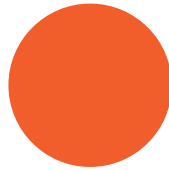
<https://learning.unison.org.uk/ulf/>



## ABOUT YOU

<b>Name of proposed activity:</b>
<b>Name of branch:</b>
<b>Name of region:</b>
<b>Date of application:</b>
<b>Key contact person:</b>
<b>Role:</b>
<b>Email:</b>
<b>Phone number:</b>
<b>Address:</b>



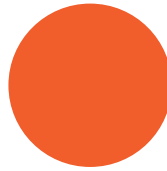


## ABOUT YOUR PROPOSED ACTIVITY

**How will you use your funding?** Summarise your proposed activity, including which Inclusive Learning criteria it will meet.

<b>How much money in total are you requesting?</b>		£
<b>Break down how you will spend the grant:</b>		£
		£
		£
		£
		£
		£

**When will the grant be spent?** (date)



## ABOUT YOUR PROPOSED ACTIVITY

<b>How many learners are you expecting to involve?</b>	
<b>How many ULRs are you aiming to recruit?</b>	
<b>What follow-up activity do you plan after you spend your Kickstart grant?</b> There needs to be a clear link between this activity and what comes next. Your 'Moving On' application could support more development of resources, activities such as a forum or IT equipment.	
<b>Name of person completing the form:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Name of Branch Secretary/Chair:</b>	
<b>Signature:</b>	<b>Date:</b>
If the person completing the form also holds either of these positions, please ensure an alternative counter-signatory signs the form. Also, it is important that you make your Regional Organiser aware of what you are doing.	

<b>For official use only</b>	
<b>How much money has been agreed?</b> State if subject to any conditions.	
<b>Does the application meet the ULF priorities?</b>	
<b>Did the allocated funding all get spent?</b>	
<b>Comments</b>	



## HOW TO CLAIM YOUR KICKSTART GRANT

There are two options for accessing funding where this has been approved by the Inclusive Learning project and finance department.

- Suppliers may invoice UNISON directly ensuring the invoice is addressed to UNISON. Oreleo Du Cran or Jon Tennison and Norma Clarke need to be notified in advance by email, with a short explanation of which element of the project funding the invoice relates to. Personal credit cards should not be used to make payments.
- Branches or regions may arrange to pay suppliers and then claim back the costs from UNISON on a monthly basis. In this case, they must

supply Learning and Organising Services with a summary of invoices with copies of all relevant original invoices, already paid by the branch or region.

- Any invoice from the funding must be sent direct to Norma Clarke and email: [ULFinvoices@unison.co.uk](mailto:ULFinvoices@unison.co.uk), within 30 days of the event. All invoices must be returned within the project cycle, so an invoice in March would need to be submitted by 10 April at the latest, otherwise the project cannot support and pay for the invoice.
- In order to make your payment by BACS, we will need your branch bank account name, account number and sort code.

The details from this form will be used to add your name to our learning records so that we can record your learning progression and learning activity (England only). You can also sign up to our e-bulletin, which will keep you up to date with any workshops, courses, learning-related information and activities from UNISON's Inclusive Learning project.

To receive this, please tick this box

The details that you have provided to UNISON on this form will be held securely and electronically. With the exception of your email address, which will be used for the newsletter, they will be kept on the learning database for a period of 10 years to comply with audit regulations. The information on this form will not be passed onto any third parties.

If you have agreed to receive our e-bulletin and provided your email address you will receive it until you unsubscribe. You can unsubscribe at any time by clicking the 'unsubscribe' button which will be on every email that we send you. We will not retain your email address if you unsubscribe from our e-newsletter.

To find out more and how to join contact:

TELEPHONE **0800 0 857 857**

textphone users FREEPHONE **0800 0 967 968**

Lines open: 6am – midnight Monday to Friday,  
9am – 4pm Saturday

Email: **[kickstart@unison.co.uk](mailto:kickstart@unison.co.uk)**

Visit our website **[www.unison.org.uk](http://www.unison.org.uk)**

Follow us on twitter: **[@unisonlearning](https://twitter.com/unisonlearning)**

Like us on Facebook: **[www.facebook.com/unisonlearning](https://www.facebook.com/unisonlearning)**

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