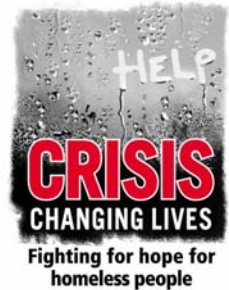


Crisis Changing Lives Applications



'Ten Steps to Success'

- 1) Make sure you are **eligible!** If you are rough sleeping or squatting, you cannot apply. You have to be over 18 and have the right to remain in the UK indefinitely. You must have been free from drugs and alcohol misuse for 6 months.
- 2) You must now talk this application over with your **support worker/ key worker**. They must be willing to support your application, write you a reference and to sign the Partnership Agreement at the back of the Application Form.
- 3) Think about what you want to do. Your **'vocational goal'** needs to be work related and specific, e.g. plumber, writer, teacher, musician.
- 4) Now, think about what steps you will take in the next year to achieve this goal. These are **your Objectives**. They should be specific things you plan to do in the next year. (Section 2 of the Application Form.)
- 5) **Research your career**. What qualifications do you need? What equipment might be required? Are you going to be self-employed? You can talk to your support worker about this, have a look on the internet, libraries, JobCentre, and even employers. Check out the Crisis Changing Lives webpages for helpful links to careers sites.
- 6) Have a look through the **Application Form**. It may seem long, but it is important for us to find out about you and what you are asking for. It's a bit like an application form for applying for a job, so it's good practise!
- 7) Decide **what you are going to apply for**. Make sure you read the application form carefully and complete all sections needed. Include all quotes for any items you are requesting, and a letter from the college if you are applying for course fees or equipment for a course. You will need a full business plan if you are planning on being self-employed.
- 8) Make sure your support worker has written you a **full reference**. All the information we need is listed on the back page of the application form. We need a lot of information about you, so make sure it's there. We will reject applications with poor support worker references.
- 9) Go through **the checklist** on the inside back cover of the application form. When you have ticked all the boxes, you are ready to send it off. Keep a photocopy of everything just in case!
- 10) Finally, if you are posting the form, **make sure it has the correct postage!** Every round, people miss the deadline because their forms are held up at the Post Office without the right stampage. You can hand deliver it, or take it to the Post Office to get it weighed. If you miss the deadline, you will have to wait until the next application round.

If you have any further questions, talk to your support worker, or a member of the Changing Lives Team.

Remember: Not everyone is successful. Decisions are made by an external panel and their decision is final. If you are rejected, and providing you are eligible, you will be free to reapply next time.

Good Luck!

This project is proudly supported by



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