

Change London Eligibility Checklist

Change London is a bursary scheme which Leonard Cheshire manages. The programme works with SME's and awards bursaries of up to £4000 so that they can provide paid internships to young disabled Londoners.

Please note, Change London are not able to offer employers bursaries for retrospective internships or positions that have started before the employer has applied for the bursary.

Who is eligible?

SME: Up to 250 people on the workforce

- Maximum 3 employees on bursary per organisation
- Hourly wage: London Living Wage (£10.20 per hour)
- Max amount £4000 (392 hours)
- Minimum hours 200 (£2,040)
- Age 16-30

Small and medium-sized enterprises (SMEs) are non-subsiary, independent firms which meet the following criteria: they employ fewer than 250 employees and have a turnover of less than £25m per year; charities must have a minimum turnover of £500,000 per annum.

- Companies must be able to show 2 years worth of fully audited accounts which can be made available on request
- The intern does not need to be unemployed

Programme Length:

- Participating businesses may employ up to three interns within a 12-month period, these internships can all run at the same time

Does a new job need to be created for the intern?

- No, if there is a vacancy already available, this can be amended to make the position an internship that runs for no longer than 12 months. The employer must simply ensure they carry out any necessary reasonable adjustments to support the intern
- The employer will be required to send us the job description for the internship

Will the intern's wages fall after the subsidy?

- This is up to the employer as they will decide if they want to keep the intern in employment after the subsidy period has ended

Subsidy Payments

The Employer will be reimbursed for the salary payments of the intern upon Leonard Cheshire receiving the invoice from the employer. The employer will send four separate invoices when the intern has completed:

- 100 hours of employment
- 200 hours of employment
- 300 hours of employment
- 392 hours of employment

Each invoice shall:

- state the name of Intern;
- state the period to which the invoice relates; and
- include evidence of proof of salary payment (including, but not limited to, payslips) that LCD may reasonably request from time to time in writing

Turnaround:

After receiving an application for Change London, Leonard Cheshire will carry out a due diligence check which will, in most case **take up to 3 weeks**. This is to allow Leonard Cheshire to conduct a risk assessment of the employer and ensure that there has not been a dissolved director or board member during recent years.

Job Description:

When submitting your Job Description for Leonard Cheshire, please ensure that the document includes the following:

- Internship start date and end date
- The interns line manager
- The location of the internship/working address
- Salary
- State if the job is full or part time
- A description of the role

FAQs

1. Question: If an intern working on the programme drops out of the internship through no fault of the organisation or the internship is not suited to the role can either: a) someone else take their place for the remainder of the internship? OR b) the organisation invoice for the hours paid even if they haven't reached the minimum of 200?

Answer: Yes

2. Question: Is the employer able to invoice us for holiday and any other leave that the intern takes during the contracted hours of the internship? I.e. can the organisation claim for holiday & sick pay rather than only hours worked.

Answer: If the employer is paying the intern for holidays they can claim it back, if they're not then they can't. All funding claimed needs to be evidenced through payslips and the figure paid should not exceed the agreed sum for the internship.

3. Question: What is the minimum amount of hours per week that an intern can work on the programme? I.e. can the 400 hours be used over a full year if it does not exceed 12 months?

Answer: The minimum will be worked out as per the £4,000 over the 12 months criteria, this is 4 working hours per week.

4. Question: Is there flexibility within the hours and weeks of employment and can this be varied as long as the maximum requested at the application stage is not exceeded? For some of the internships the interns will be working flexible hours (according to business needs and seasonal fluctuation in business) so can they invoice us whenever they reach 100 hours, 200 hours, 300 hours and 400 hours as opposed to a specific given date?

Answer: Yes – the date is an approximation based on what we are told at the start of the internship. If the hours change/move, then the dates they invoice will naturally change too.