

# Change London

Change London is a bursary scheme which Leonard Cheshire manages. The programme works with SMEs and awards bursaries of up to £4,000 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?

SMEs and Charities based in London can apply to the scheme.

Small and medium-sized enterprises (SMEs) are non-subsidary, independent firms which meet the following criteria:

- Employ less than 250 employees.
- SMEs must have a turnover of less than £25m per year.
- Charities must have a minimum turnover of £500,000 per year.

Companies must be able to show the last 2 years of fully audited accounts which can be made available on request.

## What are the conditions?

- An employer can claim for up to three interns within a 12-month period.
- The intern must be aged between 16 and 30 years old.
- The intern must be paid the London Living Wage. This is currently £10.55 per hour. The bursary can pay for a maximum wage of £20 per hour. Should the employer wish to pay more than this then they will have to add to this.
- A maximum of £4,000 per intern can be claimed. This allows the intern to work a maximum of 379 hours under the bursary scheme.

## Programme Length:

- An internship must be completed within a 12-month period.
- The work pattern should be based around both the intern's and employer's needs.
- Multiple internships can run simultaneously.
- Internships must run for a minimum of 200 hours.

## Process

- 1) If an employer would like to apply for the Change London programme, applications can be made on our website: [leonardcheshire.org/changelondonapplication](https://leonardcheshire.org/changelondonapplication)
- 2) Once an application has been made, the employer must send a copy of:
  - a) the job description and;
  - b) the employee contractfor the role stated in the application.

When submitting the job description for Leonard Cheshire, please ensure that the document includes the following:

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

Both documents should be sent to: [ChangeLondon@leonardcheshire.org](mailto:ChangeLondon@leonardcheshire.org)

- 3) After the application and accompanying documents have been received, Leonard Cheshire will carry out a due diligence check which will, in most cases 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.
- 4) Upon passing these checks, Leonard Cheshire will issue a contract which the employer and Leonard Cheshire must both sign.
- 5) The internship can then commence.
- 6) The employer should notify Leonard Cheshire when the internship commences.

# Reimbursement of wages

The client will pay the intern as they pay their employees. The employer will then be reimbursed for the salary payments of the intern upon Leonard Cheshire receiving the invoice from the employer.

Leonard Cheshire will agree an invoicing schedule with each employer which will be either:

1. a monthly invoice in-line with the employer's payment cycle, requesting reimbursement for the intern's monthly salary, or
2. a single invoice at the end of the internship where the employer submits an invoice requesting the whole amount as agreed

Each invoice must be accompanied by proof of work and payment to the intern, this will typically be the intern's pay slip. The pay slip and invoice amounts must be the same.

All documents should be sent as PDF.

The invoices should be sent to: [ChangeLondon@leonardcheshire.org](mailto:ChangeLondon@leonardcheshire.org)

Alternatively, they can be sent to:

Change London, Leonard Cheshire Disability, 66 South Lambeth Road, London, SW8 1RL

For more information, please visit our website:

[leonardcheshire.org/ChangeLondon](https://leonardcheshire.org/ChangeLondon)

Or email:

[ChangeLondon@leonardcheshire.org](mailto:ChangeLondon@leonardcheshire.org)

## FAQs

**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

**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:** In your contract with the employee, it should state whether the intern is entitled to holiday/sick pay. 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.

**Question:** What is the minimum number of hours per week that an intern can work on the programme? I.e. can the 379 hours be used over a full year if it does not exceed 12 months?

**Answer:** The minimum hours per week will be worked out as per the amount agreed over the 12 months criteria. For example, if the £4,000 is claimed, then the intern can work ~7 working hours per week over the course of a 12-month period.

**Question:** Is there flexibility within the hours and weeks of employment and can this be varied if 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)

**Answer:** Yes – one of the key elements to this programme is flexibility in working pattern for both the intern and employer. The pattern of work can be changed depending on the need of both parties.

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

**Answer:** 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.

**Question:** Will the intern's wages fall after the subsidy?

**Answer:** 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.