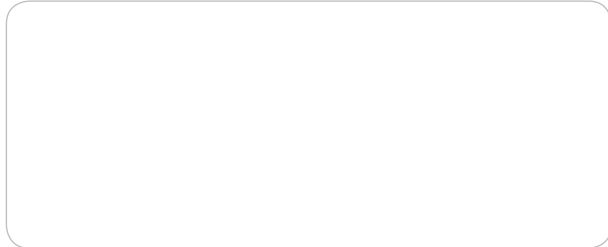


71A Knightsbridge, London SW1X 7RB Direct: 01622 230737 Mobile: 0795 823 4797  
office@royallondonsociety.org.uk www.royallondonsociety.org.uk



Dear Applicant

**Re: Grant Application**

Thank you for your interest in Royal London Society.

The Application Form is made up of 6 pages (including this one) which includes our most recent guidelines; these will be helpful to you when completing your application. Please read them carefully and ask for help if you do not understand them.

I also attach a monitoring form and it would be helpful to us if you fill it out – however if you chose not to it will not affect your application.

When you have completed your application please ensure that you have provided all the information requested and that you have included the supporting letters and references we require. Please send by post to me at:

Peter Cox, Grant Administrator, Royal London Society, 71A Knightsbridge, London SW1X 7RB

In order to make the best of your application please make sure it is easy to read, please include any telephone numbers or contacts that may be helpful to us when considering your application. If you wish to provide additional information on a separate sheet of paper please do so.

All applications are treated as confidential and not disclosed outside of the society. However we do reserve the right to check references and speak to others when considering the application; in sending an application to us you are confirming your agreement to this.

We acknowledge receipt of all applications and may write to you to ask for additional information. We will write to you as soon as possible after your application has been considered.

The next date for applications to be considered is 31st January 2012 please send your application as soon as possible but no later than two weeks before then.

I take this opportunity to wish you well with your application and look forward to hearing from you.

Yours sincerely

Peter Cox  
Grant Administrator

# Information and Application Form

## Guidelines for Grant Applications by individuals

The Royal London Society (RLS) provides grants toward rehabilitation of offenders by encouraging and supporting vocational training and resettlement education, which leads directly to or is supportive of employment opportunities.

Currently RLS will consider applications from individual serving prisoners, those recently released or those on probation living or intending to live in the Greater London and South East area (independent confirmation of an address is required).

RLS **does not** consider grant applications in respect of the following:-

- Accommodation costs including rents, lease, licence or deposits.
- Household items, furniture or domestic appliances.
- Debts or loans of any kind including students loans.
- Computer equipment including laptops and associated equipment.
- Driving lessons, theory or practical tests if for domestic purposes.
- Open University/Distance learning courses not related to employment.
- Personal Clothing not related to employment.

RLS **does not normally** consider

- Hobby and Recreational Grants for serving prisoners except when the applicant has 12 months still to serve).

### References

- RLS requires written references and/or recommendations in support of each application. Applications not supported by written references will not be considered.
- References for those currently in prison should preferably be from Prison Staff (Personal Officer, Group or Wing Officer, Senior or Principal Officer).
- Applications from those recently released or on probation/supervision should be supported by written references from Probation Officers or Supervisors. Written references from other parties will be considered i.e. Housing Trusts, Social Services and supportive agencies working in the community.

### It will help your application if you:

1. Show you are seeking funds from others who are prepared to share the cost such as other charities
2. Show that you are making a personal contribution to the total cost where possible.

**Please note that Royal London Society has limited funds and not all applications will be approved. However we wish you well and look forward to receiving your application in due course.**



71A Knightsbridge, London SW1X 7RB

## Grant Application form for Individual Grants

Full name .....

Gender Male  Female  Date of birth .....

Serving prisoner? Yes  No  If yes Prison number .....

Current home or prison address .....

Postcode .....

Do you plan to live in London or the South East? Yes  No

Postcode on release ..... Telephone number (if any) .....

Email address (if any) .....

Earliest date of release ..... Date next parole ..... IPP Yes  No

### Details of what you are applying for

1. Course fees: Yes  No

If 'Yes' please give detail of the course and evidence from the training provider .....

.....  
.....  
.....  
.....

2. Tools or Equipment: Yes  No

If 'Yes' please give details of tools and evidence from the supplier

.....  
.....  
.....

3. Other: Yes  No  If 'Yes' please give details

.....  
.....  
.....

Explain how this grant will help you to gain employment

.....  
.....  
.....  
.....

**What is the total cost** of the course/equipment/activity for which you request support? £ .....

**How much are you asking** from Royal London Society? £ .....

**How much is your weekly income?** £ .....

**How much has been given or pledged** by other organisations for this activity/equipment? £ .....

**How much will you contribute?** *Note that the trustees like applicants to make a contribution to the cost, however small.* £ .....

**Have you applied to RLS before?** Yes  Date ..... No

Outcome .....

**Who else have you applied to and what has been the response? (Including the Prison, Probation Service and / other charities)**

Organisation ..... Outcome .....

Organisation ..... Outcome .....

Organisation ..... Outcome .....

**Who has given you a reference to support this application? Please tick all boxes that**

**apply and attach references to this form.**  Prison Staff  Probation  Social Services

Housing Association  Employer  Possible Employer  Training provider  Other

(please specify) .....

If you have one, please give the details of your Supervising Probation Officer

Name .....

Address .....

Email address ..... Telephone number .....

**Declaration**

I agree that Royal London Society may request and share confidential information with third parties that the Society may consider necessary in the reasonable and proper consideration of this application.

The Royal London Society confirms that any such information will be treated in confidence and not disclosed outside of the Society and further confirms that forms in regard to unsuccessful applications will be treated and destroyed in accordance with Data protection legislation.

If you are granted an award, do you agree to future contact from RLS? Yes  No

I declare that the information I have given is to the best of my knowledge correct.

Signed ..... Date .....



## Equal opportunities monitoring form

Royal London Society requires information about the race or ethnic origin, well-being and qualifications of applicants for our monitoring purposes. Please be assured that RLS is committed to equal opportunities and the information you give will in no way affect your application.

*This form is anonymous and will not be seen by members of the grant committee. The form is for monitoring purposes only. You do not have to complete the form but it will help us if you do.*

<b>White</b>	<b>Black or Black British</b>
<input type="checkbox"/> British	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> African
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other Black background
<b>Any other Asian or Asian British</b>	<b>Mixed</b>
<input type="checkbox"/> Indian	<input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Black African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> White and Asian
<input type="checkbox"/> Any other Asian Background	<input type="checkbox"/> Any other Mixed background
<b>Arab</b>	<b>Chinese</b>
<input type="checkbox"/> North African	<input type="checkbox"/> Chinese
<input type="checkbox"/> Mediterranean/ Middle	<input type="checkbox"/> Any other Chinese background
<b>Any Other Ethnic Origin</b> (Please specify)	<b>Any Other Ethnic Origin</b>
.....	<input type="checkbox"/> I do not wish to specify an ethnic origin

**Do you fit any of the following?**

Have physical disability impairment <input type="checkbox"/>	Claim Job Seekers Allowance <input type="checkbox"/>
Have learning disability <input type="checkbox"/>	Employed <input type="checkbox"/>
Mental health issues <input type="checkbox"/>	Have dependant children <input type="checkbox"/>
History of substance abuse <input type="checkbox"/>	Other (please describe)
	.....

**Qualifications**

.....	Obtained in prison? Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Obtained in prison? Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Obtained in prison? Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Obtained in prison? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Thank you.**

