

# Royal London Society

Going Straight for Work

PO Box 1335, Kent ME14 9RR Telephone: 01622 230737 Fax: 01622 690635  
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Dear Applicant

Date

## Re: Individual Grant Application

Thank you for your interest in Royal London Society. Our Grant Application pack is made up of six pages and includes the two page application form. Please read it all carefully and ask for help if you do not understand anything.

Included in the pack is an anonymous equal opportunities monitoring form, It will help us if you also complete this form and send it to us with your application.

When you have completed the form please ensure that you have provided all the information we have requested and that you have included a supporting reference letter from the Prison/Probation Service and evidence of employment or costs.

Please post the application and monitoring form to us at:

Royal London Society, PO Box 1335, Kent ME14 9RR

It would be helpful if you include a letter telling us a little about yourself together with your telephone number and email adress if you have them.

All applications are treated as confidential and not disclosed outside of the society. However we do reserve the right to check references and contact third parties in the proper consideration of your application. In sending an application to us you are confirming your agreement to this.

We will acknowledge your applications and give you a unique reference number which should be quoted in any contact you have with us.

Individual grant applications are considered by trustees on a regular basis. We will write to you when a decision has been made. Currently grant awards average £250.

We take the opportunity to wish you well with your application and look forward to hearing from you.

Yours sincerely

Grant Administration Team

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# Information and Application Form

President: The Rt Hon the Lord Mayor of the City of London - Patron: Lord Woolf of Barnes - Chairman: The Hon R D Kissin MA  
Royal London Society is a company limited by guarantee number 763044 Registered office: Commercial House, Hadlow, Kent TN11 0EE Registered Charity number 214695

## 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 not related to employment.
- Driving lessons, theory or practical tests if for domestic purposes only.
- 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.**



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## Grant Application form for Individual Grants

### About You

Full name ..... Date of birth .....

Serving prisoner: Yes No Prison number .....

Current home or prison address .....

.....

Telephone number (if you have one) .....

On release I will be living in Greater London: Yes No

Date released or due for release or parole .....

If you have one, the name and address of your Supervising probation Officer

.....

Details of what you are applying for

1. Course fees: Yes No

If 'Yes' please give details

.....

.....

.....

2. Tools or Equipment: Yes No

If 'Yes' please give details

.....

.....

.....

3. Others: Yes No

If 'Yes' please give details

.....

.....

.....

Please turn over and continue on the other side

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

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

**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 .....

Others ..... Outcome .....

**Who has given you a reference to support this application? Please tick all boxes that apply and attach references to this form.**

Previous employer  Prison  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 .....

When you have completed the form and checked that you have attached all the reference and information please send it to Royal London Society, PO Box 1335, Kent ME14 9RR

**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

<b>Do you fit any of the following?</b>	
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)
	.....

<b>Qualifications</b>	
.....	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.**

