

St Giles Trust RLSE

Grant Application Pack

2023



Turning a past into a future

ST GILES

PO Box 73770, London SE5 8JP

020 7708 8011

rlse@stgilestrust.org.uk

stgilestrust.org.uk

Dear Applicant,

Thank you for contacting St Giles Trust RLSE.

This letter is attached to an application pack, which contains all the information and documents you'll need to apply for a St Giles Trust RLSE Grant. Please read through all the information before making an application.

To ensure your application is processed accurately you must fill in all the sections of the application form (pages 9 - 10) and include:

1. A personal statement detailing your employment journey and your need for funding (page 11)
2. Proof of course/product costs (page 12)
3. A supporting letter (on company headed paper) from your Caseworker, Peer Advisor, Probation Officer, Prison Officer, CRC Resettlement Worker, Job Centre Careers Advisor or Employment Support Worker (page 13)

Without all the above documents (pages 9 - 13), your application will not be processed. When we receive your completed application, you will be sent an acknowledgement letter explaining the application process.

If you require additional information, please do not hesitate to contact us.

We look forward to receiving your RLSE application.

Yours sincerely

RLSE Administrator

St Giles Trust RLSE

Individual Grant Application Guidelines

1. GRANT INFORMATION

St Giles Trust RLSE (RLSE) provides grants to those who are seeking to gain employment to break the cycle of offending. Applications can be made by an individual who is currently at risk of offending or re-offending; the individual must be actively working with a St Giles Trust Caseworker, Peer Advisor, Volunteer or any organisation(s) who offer employment support such as a Probation Officer, Prison Officer, CRC Resettlement Worker, Job Centre Careers Advisor or Employment Support Worker. Applicants can apply for one grant category, within the capped amount or from multiple grant categories within the capped amounts; however, the total amount we will fund will be no more than £500.

1.1. RLSE will consider applications in respect of the following:

Grant Request	Evidence	Capped Amount
IT Equipment	Letter from employer or course provider confirming IT equipment is required to carry out work/complete course	£300
Training Courses	Documentation confirming course details or information with direct link to gaining employment	£500
Academic Books	Letter confirming course enrolment	£75
Driving Courses	Documentation confirming CPC, HGV, 180°/360° Excavator course information	£500
Work Related Clothing	Documentation confirming employment, interview or placement	£150
Equipment and Tools	Proof of employment, sole trader or self-employed certificate	£500
Childcare Expenses	Proof of employment or course enrolment	£250
Travel Costs	Proof of employment or course start date	£150
ID Support	Application for 1 type of ID	£50

Applicants will need to clearly demonstrate and evidence how a grant for any of the above has a direct link to gaining purposeful employment.

1.2. RLSE will not consider grant applications in respect of the following:

Driving lessons, practical or theory tests	Business start-ups/ existing business	University courses (Under/Post -Graduate degrees)	Training Courses which cost more than £500*(see below)
Debts or Loans of any kind	Household items or goods	Any item not listed in section 1.1. (above)	Accommodation rent/lease/deposits etc.

*RLSE will not consider applications for training courses which exceed £500; unless there is evidence to confirm the remaining costs will be covered by another source of income.

1.3. All applications will need to include the following documents:

- A supporting letter (on company headed paper) from a St Giles Trust Caseworker, Peer Advisor or Volunteer. The supporting statement should include details of the applicant's employment or education journey and how the grant would help the applicant obtain employment
- A personal statement typed or hand written by the applicant explaining how and why a grant would help improve their employability
- Applicants who are not in custody, will need to provide evidence of their commitment to employability by making a manageable financial contribution towards the cost of their grant request

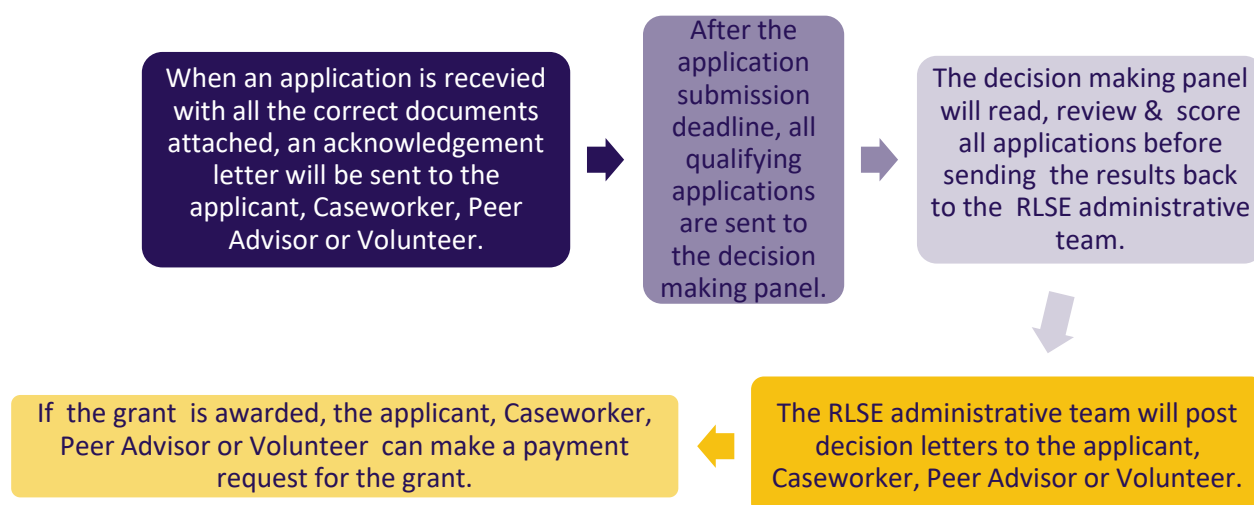
Applications will not be processed without all the above documents; failure to provide these documents will result in the application being marked as unsuccessful.

2. APPLICATIONS, DECISION MAKING AND AWARDS

- When an application is received it will be checked for eligibility; if an application is incomplete or missing documents (as listed in section 1.3. above) a letter requesting additional information will be sent to the applicant.
- If we do not receive the completed/missing documents before the application submission deadline the application will be marked as unsuccessful.
- If an applicant is ineligible for a grant, we will send the applicant, Caseworker, Peer Advisor or Volunteer a letter explaining this.
- If an application is complete (all information and documents provided) an acknowledgement letter will be sent to the applicant.
- After the application submission deadline, we allow one week to prepare all applications in readiness for the decision panel; who will meet once every 2 months, to review and score each application.
- Within 2 weeks of the panel making their decisions; applicants will be sent decision letters informing them of their application outcome. *Due to the high volume of applications we receive, we are unable to provide feedback on individual application outcomes.*
- Successful applicants must wait **a minimum of 12 months** from the date of their decision letter to re-apply.
- Unsuccessful applicants must wait **a minimum of 6 months** from the date of their decision letter to reapply.

Grant payments will not be sent directly to applicants; payments or cheques will be made payable to a retailer or course provider as detailed in the applicant's application. In some instances, cheques will be sent to the Caseworker, Peer Advisor or Volunteer who will liaise with the course provider.

2.1. Diagram of Decision-Making Process:



2.2. Application Cycles:

RLSE Grant Application Dates 2023	
Closed for Applications	3 rd February
Preparation of Applications	6 th -10 th February
Decision Making Week	13 th – 17 th February
Notification no later than	24 th February
Closed for Applications	6 th April
Preparation of Applications	11 th – 14 th April
Decision Making Week	17 th – 23 rd April
Notification no later than	28 th April
Closed for Applications	2 nd June
Preparation of Apps	5 th – 9 th June
Decision Making Week	12 th – 16 th June
Notification no later than	23 rd June
Closed for Applications	4 th August
Preparation of Apps	7 th – 11 th August
14 th – 18 th	14 th – 18 th August
Notification no later than	25 th August

RLSE Grant Application Dates 2023	
Closed for Applications	6 th October
Preparation of Apps	9 th – 13 th October
Decision Making Week	16 th – 20 th October
Notification no later than	27 th October
Closed for Applications	1 st December
Preparation of Apps	4 th - 8 th December
Decision Making Week	11 th – 15 th December
Notification no later than	22 nd December

N.B.

Please do not solely rely on St Giles Trust RLSE to award you a grant. We encourage you to apply to other organisations because our funding is very limited, therefore the outcome of your application is made at the discretion of the decision making panel/management team.

3. APPLICATION CHECKLIST

The application form and personal statement must be completed & signed by the applicant.

3.1. List of items/products/courses

The Proof of course/product costs if applicable; must include product codes, VAT and delivery costs, course codes and dates etc.

Example 1:

Course code	Course date	Course provider	Cost	VAT	Delivery	Total Cost
SGT00000	2/01/2022	AA*	£100	£15	£1	£116

Example 2:

Item code	Item	Quantity	Colour	Cost	VAT	Delivery	Total Cost	Delivery Address
SGT00000	Brush	1	Red	£10	£5	£1	£16	123 House, London AB12 3DE

You will need to confirm these are correct if you are successful we will no automatically order these items included in an application.

3.2. Supporting Letter

The supporting letter must be typed or handwritten (on company headed paper) by a St Giles Trust Caseworker, Peer Advisor or Volunteer or a professional person from an organisation who offer employment support (e.g. Job Centre Advisor, Probation Officer etc).

3.3. Checklist

Application Checklist		
Page Number(s)	Document	Tick
9 – 10	Application Form	
11	Personal Statement	
12	Proof of course or product costs	
Company Headed Paper (13)	Supporting Letter	

Individual Grant Application

Before submitting your application, please read the guidelines (pages 1-8 of the application pack).

You must complete each section of this application form.

If each section of your application form isn't complete your application will be marked as unsuccessful.

1. INFORMATION ABOUT YOU

Full Name: _____ Date of Birth: _____

Are you in Custody (please tick): Yes ☐ No ☐ Prison Number: _____

Release or Parole Date: _____ Home or Prison Address: _____

Telephone Number: _____ Email Address: _____

2. DETAILS OF WHAT YOU ARE APPLYING FOR (please tick)

IT Equipment capped at £300	Driving Related Course Capped £500	Equipment/Tools Capped at £500	
Training Course Capped at £500	Work Related Clothing Capped at £150	Childcare Expenses Capped at £250	
Academic Books Capped £75	ID Support Capped at £50	Travel Costs Capped at £150	

Please provide specific details of what you are applying for:

3. FINANCIAL INFORMATION

Have you applied for a grant from any other organisation(s)? Yes ☐ No ☐

If you answered yes, to the previous question; what is the name of the organisation(s) and what have you been awarded? (Please provide evidence of this)

Have you applied for a St Giles Trust RLSE grant before? (please tick): Yes ☐ No ☐

If you answered yes, to the previous question, when did you apply: _____

For this grant request, how much are you asking from St Giles Trust RLSE? £ _____

For this grant request, how much funding has been awarded to you from any other organisation(s) £ _____

For this grant request, how much will you contribute? £ _____ (not for applicants in custody)

4. INFORMATION ABOUT YOUR SUPPORTING LETTER

What is the profession of the person writing your supporting letter? (please tick)

St Giles Trust Caseworker ☐ Careers Advisor ☐ Employment Support Worker ☐

CRC Worker ☐ NPS Offender Manager/Supervisor ☐ Prison Resettlement Worker ☐

Prison Services Staff ☐ Other Professional Person ☐

If you have one, please give the details of your NPS Offender Manager/Supervisor:

Name: _____ Telephone number: _____

Address: _____

_____ Email: _____

5. FEEDBACK

Feedback is very important to us to ensure that the grant process is operating effectively, if you are successful in your application we would like to hear about your progress.

6. INFORMATION SHARING

St Giles Trust RLSE will use your personal information to process your application, therefore your information will be stored in a confidential manner and will not be disclosed to unauthorised third parties. We will keep all the information you provide for 2 years, after which, it will be destroyed in accordance with Data Protection Act and GDPR (please tick). I Agree ☐ I Do Not Agree ☐

I give permission, for St Giles Trust RLSE to request and share confidential information with third parties where necessary, for reasonable and proper consideration of my application (please tick): Yes ☐ No ☐

Do you agree to future contact from St Giles Trust RLSE? (please tick) Yes ☐ No ☐

7. DECLARATION

The information and documents I have provided are true and complete to the best of my knowledge. Therefore, if I am found to have provided false or misleading information my application will be withdrawn.

Signed _____ Date _____

Please send you Supporting Letter, Personal Statement, Evidence of Costs/Other Funding & Completed Application Form to:

St Giles Trust RLSE, PO Box 73770, London SE5 5JP
or RLSE@stgilestrust.org.uk

Company Registration No: 2175146 (England) | Registered Charity No: 801355

Personal Statement

Proof of course/product costs