

## **St Giles Trust RLSE**

### Hobby Grant Application Pack **2023**



Turning a past into a future

**ST GILES**

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020 7708 8011  
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**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 Hobby 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 7 - 8) and include:

1. A personal statement detailing your need for funding (page 9)

Without all the above documents (pages 7 - 9), 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

## Hobby Grant Application Guidelines

### 1. GRANT INFORMATION

St Giles Trust RLSE (RLSE) provides grants to those who are serving a custodial sentence of 24 months minimum. To qualify, applicants must have at least 24 months left to serve. Grants are capped at £15 (total) or less, depending on the type of grant requested, as detailed below.

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

Books	Art Materials	Painting	Paint-Brushes
Drawing	Pencils and Paper	Knitting	Sewing
Crocheting	Pencils/Art Pens	Paint by numbers	Match Stick Models
Card Making	MDF & Glue	Drawing/Sketch Pads	Any hobby/craft activities

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

- Applications which exceed £20
- Applicants serving a custodial sentence, less than 24 months left to serve

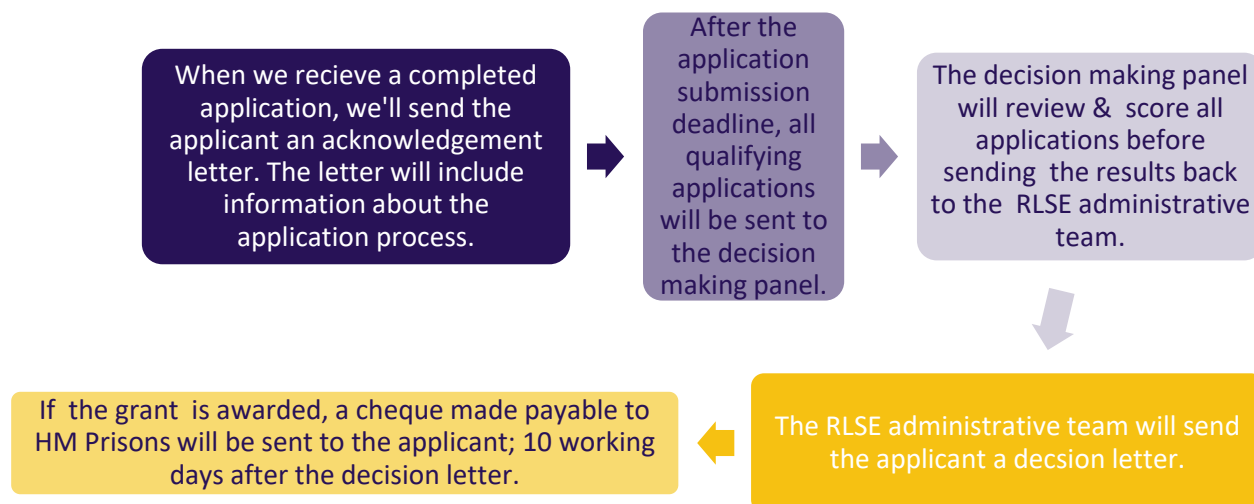
#### 1.3. All applications will need to include the following documents:

A personal statement or letter from the applicant explaining their need for a Hobby Grant.

### 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 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.
- 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. *Due to the high volume of applications we receive, we are unable to provide feedback on individual application outcomes.* Successful applicants will be sent a Hobby Grant cheque, made payable H M Prisons.

## 2.1. Diagram of Decision-Making Process:



## 2.2. Application Cycles:

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

RLSE Grant Application Dates 2022	
Closed for Applications	6 <sup>th</sup> October
Preparation of Apps	9 <sup>th</sup> – 13 <sup>th</sup> October
Decision Making Week	16 <sup>th</sup> – 20 <sup>th</sup> October
Notification no later than	27 <sup>th</sup> October
Closed for Applications	1 <sup>st</sup> December
Preparation of Apps	4 <sup>th</sup> - 8 <sup>th</sup> December
Decision Making Week	11 <sup>th</sup> – 15 <sup>th</sup> December
Notification no later than	22 <sup>nd</sup> December

### 3. APPLICATION CHECKLIST

All sections of the application form must be completed & signed by the applicant; the personal statement can be hand written or typed and must be signed by the applicant. Otherwise the application will be marked as unsuccessful

#### 3.1. Checklist

Application Checklist		
Page Number(s)	Document	Tick
7 – 8	Application Form	
9	Personal Statement	

The RLSE application forms and personal statement are the only documents needed to submit an application. In order to comply with GDPR and protect an applicant's data information, we ask you not to submit certificates, CV's, NOMS reports etc.



## Hobby Grants Application

Before submitting your application, please read the guidelines (pages 1-6 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: \_\_\_\_\_

Prison number: \_\_\_\_\_ Release/HDC or Parole date: \_\_\_\_\_

Prison Address: \_\_\_\_\_

### 2. DETAILS OF WHAT YOU ARE APPLYING FOR (PLEASE TICK)

Art Material	<input type="checkbox"/>	Knitting/Crocheting	<input type="checkbox"/>	Model Material	<input type="checkbox"/>
Books	<input type="checkbox"/>	Drawing/Sketch Pads	<input type="checkbox"/>	Hobby kit	<input type="checkbox"/>
Other	<input type="checkbox"/>				<input type="checkbox"/>

Please provide specific details of what you are applying for:

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### 3. FINANCIAL INFORMATION

Have you applied for the St Giles Trust RLSE Hobby Grant before? (please tick): Yes ☐ No ☐

If you answered Yes to the previous question, when did you apply: \_\_\_\_\_

How much are you asking from the St Giles Trust Hobby Grant? £\_\_\_\_\_ (£20 maximum)

If you are successful in your application who should the cheque be made out to e.g H M Prisons etc.

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### 4. FEEDBACK

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

## 5. 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 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 ☐

## 6. 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 your Personal Statement & Completed Application Form to:  
St Giles Trust RLSE,  
PO Box 73770,  
London  
SE5 5JP.



# Personal Statement

(Please state your reasons for applying for a Hobby Grant)