St Giles Trust RLSE

Grant Application Pack

**2024**



**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

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| **RLSE Administrator**

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St Giles Trust RLSE

Individual Grant Application Guidelines

# 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 an 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. **RLSE will consider applications in respect of the following:**

|  |  |  |
| --- | --- | --- |
| Grant Categories | 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. NOT basic driving lessons. | £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. **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.

## 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 handwritten 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.

# 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.

## Diagram of Decision-Making Process:

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## Application Cycles:

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| --- |
| RLSE Grant Application Dates 2023 |
| Closed for Applications | 2nd February |
| Notification no later than | 24th February |
|  |
| Closed for Applications | 5th April |
| Notification no later than | 26th April |
|  |
| Closed for Applications | 7th June |
| Notification no later than | 28th June |
|  |
| Closed for Applications | 2nd August |
| Notification no later than | 23rd August |
|  |
| Closed for Applications | 4th October |
| Notification no later than | 25th October |
|  |
| Closed for Applications | 6th December |
| Notification no later than | 3rd January |

**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.

Application checklist

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

## List of items/products/courses

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

Example 1:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course code | Course date | Course provider | Cost | VAT | Delivery | Total Cost |
| SGT00000 | 2/01/2020 | 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 |

##  Supporting Letter

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

##  Checklist

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| --- |
| 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 |  |

The RLSE application forms, personal statement, supporting letter and proof of course or product costs 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.

**Individual Grant Application**

**Official Use Only**

Date Rec: \_\_\_\_\_\_\_\_\_\_\_

Ref: SGT\_\_\_\_\_\_\_\_\_\_

Panel Date: \_\_\_\_\_\_\_\_\_\_

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.**

# information About You

Full Name: Click here to enter text. Date of Birth: Click here to enter text.

Are You in Custody (please tick): Yes [ ]  No [ ]  Prison Number: Click here to enter text.

Release or Parole Date: Click here to enter text. Home/Prison Address: Click here to enter text.

Telephone Number:Click here to enter text. Email Address: Click here to enter text.

# Details of what you are applying for (please tick)

|  |  |  |
| --- | --- | --- |
| IT Equipment [ ] *Capped at £300* | Driving Related Course [ ] *Capped at £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 at £75* | ID Support [ ] *Capped at £50* | Travel Expenses [ ] *Capped at £150* |

Please provide specific details of what you are applying for: Click here to enter text.

# 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) Click here to enter text.

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: Click here to enter text.

For this grant request, how much are you asking from St Giles Trust RLSE? £Click here to enter text.

For this grant request, how much funding has been awarded to you from any other organisation(s) £Click here to enter text.

For this grant request, how much will you contribute? £Click here to enter text. (not for applicants in custody)

# 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: Click here to enter text. Telephone number: Click here to enter text.

Address: Click here to enter text. Email: Click here to enter text.

# 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.

# 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 [ ]

# 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**