

Application for a Grant from the RCSA Trust.

Please read carefully the notes overleaf before completing this application.

Personal Details		
Full Name of Applicant:		
Department:	Course:	Year:
on behalf of (if applicable):		
Address for correspondence:		
.....		
Telephone Number: (day), (evening)		
Electronic Mail address (if used regularly) @		

Details of Petition
Indicate under which clause (see Note 5 overleaf) you are applying:
Explain how the Trust could help you achieve your objectives; give a concise summary below and attach supporting papers. Ensure that these include full details of who you are, what you are studying and why you need funding: If you are applying on behalf of a group (e.g. an expedition), the Trust needs details (name, department, course and year) of each group member (not just those seeking assistance).
Failure to provide sufficient detail will result in consideration of your petition being deferred until such detailed information is provided. <i>If you are unsure what you should tell us, please ask for advice (see Note 10 overleaf).</i>
State how much money, in total , you need to achieve your objectives; – a full budget is required (see Note 6 overleaf):
How much of this have you raised from other sources? Please attach full details.
Please state name to whom (or title of the bank account to which) cheque should be payable if your petition is successful (see note 8 overleaf):

Referee	
Give the name, address and telephone number of a person (such as a member of the academic staff of the College) who is aware of the circumstances under which you are applying and who supports this application. The Referee will be required to attend the meeting at which the petition is considered unless otherwise advised (see note 4 overleaf).	
Name :	I have seen and support this application:
Address:	
.....	
Tel. No. (day):	
Tel. No. (evening):	
Tel. No. (mobile):	Signature of Referee:
E-Mail address:	Capacity in which acting as Referee, e.g. Personal Tutor

	Date:

Signature of Applicant:	Date:
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FOR TRUST USE ONLY	
Grant Approved: £	Date of Meeting:
Date Cheque sent:	Cheque Number:
	Date Acknowledged:

Notes for Applicants.

1. **All applications will be treated as confidential by the Board and the Trust's secretariat.**
2. Applicants are asked to note that the Trust Board meets only **once** during each term to consider, *inter alia*, applications for grants. It is, therefore, advisable for applications to be submitted at least **one month** before the date of the meeting to enable the Secretary to obtain references and then to circulate applications and supporting material to members of the Board in advance. The date can be obtained from the RCS Association office.
3. It is helpful if this form is completed in **black ink** to facilitate photocopying.
4. It is likely that the applicant or the referee (or both) will be asked to attend the meeting at which the Petition is to be considered. This will depend on the nature and classification of the petition. Applicants should discuss their application with their referee (who must sign the form) and ensure that s/he is willing and available to attend and has a copy of all supporting documentation attached to this form.
5. The Trustees are permitted by the Trust deed to make grants for the following purposes:
 - A The provision of scholarships and financial assistance to persons who having become students at the RCS would be unable without such scholarships or financial assistance to continue their studies at the College.
 - B The provision of scholarships and financial assistance to enable students and, in special circumstances, members of the academic staff at the RCS to pursue in the UK or elsewhere studies which are likely to be of educational value in relation to or as supplementary to the work of the College.
 - C The sponsorship of research for students of the RCS and in particular the provision of specialist equipment for post-graduate research by such students and to publish the useful results of such research.
 - D The provision of amenities and facilities for students of the RCS through the medium of the RCS Union.
 - E The provision of amenities and facilities for students of the ICST&M (of which the RCS forms part) through the medium of the Student Union known as the IC Union, being amenities and facilities in which students of the RCS can share.
 - F For such other lawful things as are necessary for the attainment of the above objects.
6. **Applicants are reminded that this form should be completed as fully as possible to enable the Trustees to make an informed decision about each individual application.** Please attach supporting documentation to the form and note that the Board may not be able to assist you unless a **full budget** is provided.
7. It may help applicants to know that over the past few years, the Trust has made grants up to £400.
8. We need to know the name or title of the account to which any cheque should be payable. For example, if you are applying on behalf of an expedition or a club, give the name of your Expedition Account here; otherwise give your name. Please check with the Exploration Board secretariat or the Treasurer of the Union as the College handles accounts for approved expeditions and IC Union (or one of its Committees) likewise looks after Club finances. **We do NOT need the name of the bank, the account number or the bank sort code.**
9. When complete, this form, together with any supporting documentation, should be returned to:

**The Secretary,
RCS Association Trust,
2, Birkbeck Road,
Wimbledon,
London. SW19 8NZ**
10. Further guidance and assistance in completing this form may be obtained from the Secretary at the above address.