

Application for a Grant from the RCSA Trust.

Guidance 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 Secretary.
3. This form may either be completed as a Word “.doc” document on a computer, saved as a Word “.doc” (**not** “.docx”) document, printed and signed. The electronic copy should then be sent as an email attachment to **rdsa@legg.org.uk** and the signed paper copy sent by Royal Mail Letterpost to the address below.

If complete on computer, please use the **TAB** key to move between fields to be completed.

Alternatively, it may be printed and completed on paper.

It is helpful if, in both cases, it 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 he or she 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 Trust Board 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. Supporting documentation should be supplied in a form suitable for reproduction using a black & white photocopier; please note that coloured text, maps or graphics of any sort are unlikely to reproduce well.
8. It may help applicants to know that over the past few years, the Trust has made grants up to £400.
9. 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.**
10. When complete, the signed paper copy of the form, together with any supporting documentation, should be returned by Royal Mail Letterpost to:
DAVID LEGG
2 BIRKBECK ROAD
WIMBLEDON
LONDON
SW19 8NZ

The electronic copy should be sent as an email attachment in Microsoft Word **“.doc”** format to **rcsa@legg.org.uk**; please note that the **“.docx”** format is **not** an acceptable format.

11. Further guidance and assistance in completing this form may be obtained from the Secretary at the above address.