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| **The President’s Award Scheme Application Form** |

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| **Applicant Instructions** |

Please note the application **must** have all relevant parts completed.

The President Award Scheme Committee meet at 3 points of the year; January, June & September.

This application and the required evidence **must** have been received by the Central Grants Team by the 1st day of the month before the committee meet to consider applications.

For example, if you would like your application considered in June it **must** be submitted by the 1st of May.

Completed applications can be sent to**centralgrantsteam@britishlegion.org.uk**or by post using:

**Central Grants Team - PAS**

**The Royal British Legion**

**199 Haig House**

**Borough High Street**

**London SE1 1AA**

Application sections to be completed are as follows:

|  |  |
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| **For PAS Grant Application** | **Sections 1, 2, 4 and 5** |
| **For PAS Scholarships (First time or Continuations)** | **Sections 1, 3, 4 and 5** |

**PLEASE NOTE THAT YOU CAN ONLY APPLY FOR ONE APPLICATION TYPE**

If you do not complete the listed sections for the application you are submitting, it may cause it to not be considered in full and mean you will need to wait for the next Committee meeting to be considered.

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| **Evidence Checklist** |

When first applying the below evidence **must** be submitted with your application

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| **Requirement** | **Example** | **Check** |
| Proof of Service | Discharge document, Service ID, MOD Payslip |[ ]
| Confirmation of Educational Course | Enrolment or placement offer letter |[ ]
| Household Income | Payslips, any benefit entitlement statements, and bank statements for working adults in family household |[ ]
| Student Income | Student Loan entitlement letters, evidence of bursaries or scholarships |[ ]
| Evidence of Cost | Quotes for requested items or evidence of cost, e.g. tenancy agreement |[ ]

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| 1. **PLEASE TELL US HOW YOU HEARD ABOUT THE PRESIDENT AWARD SCHEME?**
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| Choose an item. | If other, please detail here…. |

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| * 1. **APPLICANTS DETAILS**
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|  |  |
| --- | --- |
| **Full Name** |  |
| **Date of Birth** |  |
| **Contact Number** |  |
| **Email address** |  |
| **First line of address** |  |
| **City** |  |
| **Post Code** |  |

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| * 1. **MEMBERS OF THE FAMILY HOUSEHOLD**
 |

[ ]  Please tick this box if you received a Scholarship last year and there are no changes to your family household. You can continue to 1.2.

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| **Name** | **Relationship to applicant** |
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| * 1. **SERVICE DETAILS**
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**Please enter the details of the individual with military service**

[ ]  If you received a Scholarship last year and have already provided this information, please tick this box and continue to 1.3.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname when serving** |  | **Forename** |  |
| **Date of Birth** |  | **Service number** |  |
| **Relationship to applicant** |  | **Service type** |  |
| **Enlistment date** |  | **Discharge date** |  |
| **Regiment/Trade/Last Ship** |  | **Date of death (if applicable)** |  |

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| * 1. **UNIVERSITY & COURSE DETAILS**
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**Please provide details of your current course**

|  |  |
| --- | --- |
| **Name of University** |  |
| **Course title** |  |
| **Start date** |  | **End date** |   |
| **Year to be studied** |  Please select from drop down - Choose an item. |
| **If applying for a Scholarship continuation, please supply previous years grades** |  |

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| **APPLICANT DETAILS** |
| * 1. **APPLICANT INCOME**
 |

**In this section ensure all income and expenditure for the person being considered to receive the scholarship/grant.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **Amount (£)** | **Frequency** | **Comments** |
| **Wages** |  | Choose an item. |  |
| **Student loan total** |  | Choose an item. |  |
| **Student grant total** |  | Choose an item. |  |
| **Student bursary** |  | Choose an item. |  |
| **Benefit -** Choose an item. |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  |  |  |
| **Other income - please edit this box to describe further income** |  |  |  |

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| **THIS BOX IS FOR RBL ADMIN USE ONLY** |
| **TOTAL APPLICANT INCOME** | **£** | **MONTHLY** |

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| * 1. **APPLICANT EXPENDITURE**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Amount (£)** | **Frequency** | **Comments** |
| **Rent** |  | Choose an item. |  |
| **Mortgage** |  | Choose an item. |  |
| **Council Tax** |  | Choose an item. |  |
| **Essential Food, Groceries & Toiletries** |  | Choose an item. |  |
| **Utility bills (gas + electric + water)** |  | Choose an item. |  |
| **Insurances** |  | Choose an item. |  |
| **TV licence** |  | Choose an item. |  |
| **TV Subscriptions** |  | Choose an item. |  |
| **Mobile phone** |  | Choose an item. |  |
| **Internet/Landline** |  | Choose an item. |  |
| **Transport costs** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |

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| **THIS BOX IS FOR RBL ADMIN USE ONLY** |
| **TOTAL APPLICANT EXPENDITURE** | **£** | **MONTHLY** |

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| * 1. **APPLICANT SAVINGS**
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| --- | --- | --- |
| **Savings Type** | **Amount (£)** | **Savings Purpose** |
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| **FAMILY HOUSEHOLD DETAILS** |
| * 1. **FAMILY HOUSEHOLD INCOME**
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**In this section ensure all income and expenditure for the applicants family household is included.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **Amount (£)** | **Frequency** | **Comments** |
| **Wages – Parent 1** |  | Choose an item. |  |
| **Wages – Parent 2** |  | Choose an item. |  |
| **Other Wages income - please edit this box to describe further income** |  | Choose an item. |  |
|  |  |  |  |
| **State Pension** |  | Choose an item. |  |
| **War Pension** |  | Choose an item. |  |
| **Private Pension(s)** |  | Choose an item. |  |
| **Other Pension income - please edit this box to describe further income** |  | Choose an item. |  |
|  |  |  |  |
| **Income Benefit -** Choose an item. |  | Choose an item. |  |
| **Income Benefit -** Choose an item. |  | Choose an item. |  |
| **Income Benefit -** Choose an item. |  | Choose an item. |  |
| **Income Benefit -** Choose an item. |  | Choose an item. |  |
| **Disability Benefit(s)** |  | Choose an item. |  |
|  |  |  |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |

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| **THIS BOX IS FOR RBL ADMIN USE ONLY** |
| **TOTAL HOUSEHOLD INCOME** | **£** | **MONTHLY** |

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| * 1. **FAMILY HOUSEHOLD EXPENDITURE**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Amount (£)** | **Frequency** | **Comments** |
| **Rent** |  | Choose an item. |  |
| **Mortgage** |  | Choose an item. |  |
| **Council Tax** |  | Choose an item. |  |
| **Essential Food, Groceries & Toiletries** |  | Choose an item. |  |
| **Utility bills (gas + electric + water)** |  | Choose an item. |  |
| **Insurances** |  | Choose an item. |  |
| **TV licence** |  | Choose an item. |  |
| **TV Subscriptions** |  | Choose an item. |  |
| **Mobile phone** |  | Choose an item. |  |
| **Internet/Landline** |  | Choose an item. |  |
| **Transport costs** |  | Choose an item. |  |
| **Other income - please edit this box to describe further income** |  | Choose an item. |  |
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| **THIS BOX IS FOR RBL ADMIN USE ONLY** |
| **TOTAL HOUSEHOLD EXPENDITURE** | **£** | **MONTHLY** |

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| * 1. **FAMILY HOUSEHOLD SAVINGS**
 |

**In this section ensure all savings for the family household is included, and in particular please detail if any amount is from a Armed Forces Compensation pay-out.**

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| --- | --- | --- |
| **Savings Type** | **Amount (£)** | **Savings Purpose** |
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| 1. **PAS GRANT APPLICATION**
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The President Award Scheme Grant is designed to assist current and ex-service personnel, their partners, and their dependants.

It can consider applications for one-off grants towards course/training fees, course books, course materials, study equipment, childcare and or transport costs to attend any course/training, etc.

The maximum Grant that can be considered per applicant is £750.

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| * 1. **HOW WILL THE GRANT BE USED?**
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**Please detail each item you would use the Grant for in the table below.**

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| --- | --- | --- |
| **Item** | **Price** | **Supplier to**  |
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**Please note** for each item listed you must provide, with your application, 2 quotes from different suppliers. As a charity our funding is finite, and this request is to support where the items can be purchased most cost effectively.

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| * 1. **HOW WILL THE ITEM(S) SUPPORT YOU WITH YOUR STUDIES?**
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| * 1. **HAVE YOU APPLIED FOR OTHER GRANTS TO SUPPORT THE ABOVE ITEMS?**
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| --- | --- | --- |
| **Funds Name** | **Amount requested** | **Items requested** |
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|  |  |  |
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[ ] If you have not made any other applications for Grant funding linked to the items on your PAS application, please tick this box.

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| 1. **PAS SCHOLARSHIP APPLICATION**
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The President Award Scheme Scholarship is designed to assist successful applicants with up to £2,000.00, towards their Accommodation costs only.

 It can assist those studying undergraduate degrees who are, at the time of their first application, under the age of 21 and eligible dependents of serving or ex-service personal.

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| * 1. **ACCOMODATION TYPE DURING YOUR NEXT YEAR OF STUDY?**
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|  |  |
| --- | --- |
| **Private Renting** | [ ]  |
| **Social Housing** | [ ]  |
| **University Campus** | [ ]  |
| **Joint Tenants/ Tenants in Common** | [ ]  |

**Please note** we are unable to consider applications if your plans are to reside at your family home whilst you study.

You may want to consider using **2.** [**PAS Grant Application**](#PAG)to apply for any items you may need for studying.

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| * 1. **HAVE YOU MADE ANY OTHER SCHOLARSHIP APPLICATIONS?**
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|  |  |  |
| --- | --- | --- |
| **Funds Name** | **Amount requested** | **Outcome** |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |

[ ] If you have not made any other applications for Grant funding linked to the items on your PAS application, please tick this box.

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| 1. **PERSONAL STATEMENT**
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**Please update us in your own words how your previous year has been during your studies and please include:**

• How has the scholarship assisted you during your time at university?

• What grades have you achieved?

• Any other accomplishments, i.e. Sports Clubs or other Union activities?

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**If you require additional space to complete your statement, please continue on additional A4 paper attaching them to this application.**

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| 1. **HOW WE CAN USE YOUR INFORMATION**
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This section explains how we use the information you give us when you apply to the President’s Award Scheme, and when we will share your information with others.

**How we use your information:**

Your information is used by the team who receive and process your application, to assess your eligibility for assistance from the fund.

**We will never sell your information and will not use your details to market to you.**

If you are eligible, your information is passed to the Presidents Award Scheme Committee. This is an elected group formed by nominated individuals from The Royal British Legion Women’s Section and a representative from The Royal British Legion.

If we identify that The Royal British Legion may be able to assist you or your family, either with advice or support, we will provide you with details of how you can engage with a relevant team of Legion staff. With your permission, we will pass your information to that team.

**Who we may share your information with:**

Who we share your information with depends on how your application reaches us. What information we may share with third parties depends on the outcome of your application. As examples:

* If you are working with another Case Working organisation who have assisted you with your application, we may need to clarify details with them or request information they hold about you. We will only do this if we have your permission.
* If your application is successful, we will share your address and name with third parties as necessary to administer any grants.

**Your control over how we use your information:**

If you do not want us to contact certain organisations or to share certain information, tell us. Equally, if you want us to stop using your information, let us know. We will always try to help you as much as we can, but the support we provide may be limited if we are unable to use or share certain information.

**How can we use your personal information?**

Please tick the appropriate boxes and provide your details below.

**Can we use your personal information? Yes  No **

**Can we share your information with others? Yes**  **No** 

**Can we discuss your application with the third**

**party that submitted your application? Yes**  **No** 

**Name:** …………………………………………. **Signature:** ………………………………………

**Date:** ...………………………………………….

If you are completing this application on someone else’s behalf, also provide the following:

Your relationship to the applicant: ……………………………………………………………….

To confirm you have the applicant’s permission to give us their information, tick here: 