**RPLC**

**Richmond Parish Lands Charity**

Registered Charity No. 200069

**SMALL GRANT APPLICATIONS**

**GUIDELINES**

1. Small grants are for a maximum of **£300 per household in any RPLC financial year** (July to June), as one-off payments for emergencies, where there are either no statutory funds or all statutory sources have been exhausted.
2. Clients must live within the RPLC Benefit Areas of TW9, TW10 or SW14.
3. Small grant applications must be recommended and authorised by representatives of Referral Agencies approved by the RPLC.
4. In addition, all applications should also be signed by the authorising signatory (a manager) approved by RPLC.
5. All relevant boxes must be completed.
6. Client Details – **Ref for application** – this is a unique reference to be allocated by the **Referral Agency** for the application which will be used by us, so that the grant can be identified by the Agency, when BACS payments are used.
7. If contacting RPLC re: this application, please use the **RPLC No** above for reference, which will be assigned to the application once it has been processed.
8. We prefer to receive applications by email to: **grants@rplc.org.uk**
9. **If sending an application by email, please do not also send a postal copy.**
10. While electronic copy is preferred, postal applications can be sent to:

 **The Grants Director**

 RPLC, Vestry House

 21 Paradise Road

 Richmond TW9 1SA

 Or faxed to: **020 8332 6792**

Sharon La Ronde

**Grants Director, RPLC**

Last updated: September 2015