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Education Catalyst and Third Sector Catalyst   
Application Form Guidance

[Click here for our online Application form](https://www.richmondfoundation.org.uk/our-funding/apply)

Please contact [grants@richmondfoundation.org.uk](mailto:grants@richmondfoundation.org.uk) if you have any queries or would like help in completing your application.

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| **Question** | | **Guidance** |
| 1. | **Which grant are you applying for?**   * Education Catalyst * Third Sector Catalyst | These grants support adults to gain additional qualifications or specialised training to enhance their employment prospects. They are designed to help people who cannot afford to pay the full costs of courses of study or training. These grants support people who have not yet got a level 6 qualification (eg who do not have A levels, BTEC Level 3 and 4, or an undergraduate degree).  **Education Catalyst** grants are for adults who live in our benefit area postcodes of TW9, TW10, SW13, SW14 or are a London Borough of Richmond care-leaver.  **Third Sector Catalyst** grants are for volunteers and employees at our funded partners. These are local voluntary and community sector (VCS) organisations and schools that have grant funding from Richmond Foundation. Grants can benefit both personal development and the organisation you work or volunteer for. |

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| **Applicant information** | | |
| 2 | **First Name** |  |
| 3 | **Last Name** |  |
| 4 | **Address Line 1** |  |
| 5 | **Address Line 2** |  |
| 6 | **Borough** |  |
| 7 | **Postcode** |  |
| 8 | **I have been living in TW9/TW10/SW13/SW14 or I have been working/volunteering for a Richmond Foundation funded partner for:**  **Years Months** | We accept Education Catalyst applications from eligible adults who live in our benefit area postcodes of TW9, TW10, SW13, SW14 or are a London Borough of Richmond care-leaver. Third Sector Catalyst applications must be from an employee or volunteer at a Richmond Foundation funded partner. |
| 9 | **I am a London Borough of Richmond care-leaver**  Yes No |  |
| 10 | **Applicant Email** |  |
| 11 | **Telephone** |  |
| 12 | **For Third Sector Catalyst applicants only:**  **Name of the funded partner that you work or volunteer for** |  |
| 13 | **Have you had a grant from us before?** | Please tell us about any other grants that you have had from Richmond Foundation. We changed our name in 2024 so you may know us as RPLC or Richmond Parish Lands Charity. |
| 14 | **How did you hear about the Richmond Foundation grant?**   * Another organisation or support worker signposted me * I previously received a grant from Richmond Foundation * I know someone who previously received a grant from Richmond Foundation * Through my employer/workplace * Richmond Foundation website * Richmond Foundation newsletter or email * Google / Search engine * Social media (e.g. Bluesky, Facebook, Instagram, LinkedIn) * Other: (please specify) |  |
| **Financial information**  Please provide this information about yourself (or if you are aged under 25 and living in the family home the head of the household should complete this section). | | |
| 15 | **First Name** | If different from the applicant |
| 16 | **Last Name** | If different from the applicant |
| 17 | **Annual household income** | Grants are available for adults who live in a low-income household, are unemployed or in low-income employment. |
| 18 | **Benefits (tick box)**   * Universal Credit/ESA/JSA * Disability Living Allowance * Child Benefit * Pension Credit * Income Support * Housing Benefit * Council Tax support * Other |  |
| 19 | **Age of Dependents** | Let us know about children who rely on you for financial support. |
| **Previous Education** | | |
| 20 | **Please list your previous school/college//training provider/university from secondary school onwards with dates and qualifications** | We do not offer grants for adults who have a degree or for post-graduate study. An exception may be made for Third Sector Catalyst grant applicants where you are seeking to upskill to meet a specific sector need. |
| **Employment History** | | |
| 21 | **Please list up to three employers starting from the most recent. Include your job title, start date and end date** |  |
| **Course Details** | | |
| 22 | **Course/training title** | It must be a recognised course or training that will improve your prospects. There must be publicly available information showing the course details and its cost. |
| 23 | **Provider** |  |
| 24 | **Duration: Years Months** |  |
| 25 | **Course delivery: Full Time / Part Time** |  |
| 26 | **Full cost of course** | Please use numbers only eg 1000 rather than £1,000  The course must provide value for money. Make sure you have checked what [government-funded training](https://www.london.gov.uk/programmes-strategies/jobs-and-skills/adult-learning-london) you could access before applying for a grant. We can’t reimburse you for payments you’ve already made towards course fees or other study costs. |
| 27 | **Amount requested** | Please use numbers only eg 1000 rather than £1,000  You must have accessed available [student finance](https://www.gov.uk/student-finance) in full. We also recommend exploring other financial resources such as bursaries and university hardship funds.  If you are applying for support whilst studying for an undergraduate degree, the maximum grant that you can apply for is £3,000 this year. You can make one application each year. Please note that the maximum amount available for undergraduate grants may vary from year to year and may decrease. |
| 28 | **Grant is to pay for**   * Full Fees * Part Fees * Equipment * Books/materials * Childcare * Transport * Living costs * Other |  |
| 29 | **Grant is to pay for other, please specify** |  |
| **Living expenses and income during your course** | | |
| 30 | **Monthly expenses during course (relevant fields only)**   * Rent/mortgage * Food * Public Transport * Car * Books/Materials * Childcare * Utilities * Phone * Leisure * Other * Total monthly costs | Please use numbers only eg 1000 rather than £1,000 |
| 31 | **Monthly income during course (relevant fields only)**   * Employment or self-employment * Benefits (JSA/ESA/UC) * Housing benefit * Other grants/scholarships/bursary * Student finance England loan * Other * Total monthly income | Please use numbers only eg 1000 rather than £1,000 |
| **Supporting statement** | | |
| 32 | **Tell us about your circumstances and why the training or qualification is needed?** | Priority is given to people facing additional barriers to education and employment, such as single parents, carers, and disabled people.  Please explain how you have researched options including government-funded training and why you have chosen this particular course.  We want to understand how you will make sure that you have everything in place so that you can complete the course, for example childcare, equipment needed etc. We also want to understand the impact it will have on your future employment prospects and career plans.  If you are an undergraduate let us know about any specific personal circumstances that make it challenging to take on part-time or holiday work.  Third Sector Catalyst applicants should explain the benefits that it will provide the funded partner that you work or volunteer for. |
| **Reference** | | |
| It will strengthen your application if you provide details of a recent tutor, employer or support worker. If this is not an option, you can provide details of another professional who knows you well. We cannot accept references from family and friends. If you think you do not have a suitable referee, please contact a member of the [grants team](mailto:grants@richmondfoundation.org.uk).  If applying for a Third Sector Catalyst grant your referee must be the funded partner that you are working or volunteering for. | | |
| 33 | **Full name\*** |  |
| 34 | **Job title/profession\*** |  |
| 35 | **Relationship to you\*** |  |
| 36 | **Email** |  |
| **Grant Award Information** | | |
| We have quarterly application deadlines in August, October, January and April. Please make sure to submit your application by the deadline provided, see [When to Apply](https://www.richmondfoundation.org.uk/our-funding/education-catalyst/) We’ll let you know the outcome of your application seven weeks from the deadline. Please note, course fees will be paid direct to the course provider. If you are applying for any other costs, you will be asked to provide your bank details if a grant is awarded. | | |
| **Equity, Diversity and Inclusion Monitoring Information** | | |
| We will use this information to better understand who is applying for our support. This will inform our grant strategy and how we can improve our funding practice. We will also use it to share information about the impact of our funding. Information will be brought together with that from other grant applications and individuals will not be identifiable. | | |
| 37 | **Gender**   * Female * Male * Non-binary * Prefer to self-describe, please say how: \_\_\_\_\_\_\_ * Prefer not to say |  |
| 38 | **Age Group**   * 19 to 24 * 25 to 34 * 35 to 44 * 45 to 54 * 55 to 64 * 65 and over |  |
| 39 | **Ethnic Group**   * **Prefer not to say**   **Asian or Asian British**   * Asian British * Bangladeshi * Chinese * Indian * Pakistani * Another Asian background   **Black, African, Caribbean or Black British**   * African * Black British * Caribbean * Another Black, African or Caribbean background   **Mixed or Multiple ethnic groups**   * Asian and White * Black African and White * Black Caribbean and White * Another Mixed or Multiple ethnic group   **White**   * British * Gypsy or Irish Traveller * Irish * Other European * Another White background   **Another ethnic group**   * Arab * Another ethnic group |  |
| *40* | **Disability**  Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?   * Yes * No * Prefer not to say |  |
| 41 | **Caring Responsibilities** Do you have any caring responsibilities (e.g. for children, older relatives)?   * Yes * No * Prefer not to say |  |
| 42 | **Sexual Orientation (Please tick one)**   * Asexual * Bisexual * Gay * Heterosexual * Lesbian * Pansexual * Questioning * Prefer to self-describe * Prefer not to say |  |
| 43 | **Religion or Belief (Please tick one)**   * No religion * Buddhist * Christian * Hindu * Jewish * Muslim * Sikh * Other * Prefer not to say |  |
| **Data Protection** | | |
| Richmond Foundation is committed to safeguarding the privacy of your personal data. Our privacy notice explains how we collect, use, disclose, and protect your information in accordance with the UK General Data Protection Regulation (GDPR) and other relevant laws. Richmond Foundation will collect and process your personal data to administer the grant and for analysis and research purposes. Aggregate anonymous data will also be shared for grants administration, publicity, analysis or research purposes. Incomplete applications which have not been submitted and have not been edited for 6-months or more will be deleted annually in November. | | |
| **Application Declaration** | | |
| 1. I certify that the information that I have given in this application is true and complete. 2. I confirm that I give my consent for the Richmond Foundation to use the information and personal data as set out above and in our [Privacy Notice](https://www.richmondfoundation.org.uk/privacy-notice/). 3. I have secured the permission of my referees to provide this information and to allow Richmond Foundation to contact them. 4. I agree that information that I have given may be discussed with representatives of my college/university/training centre/school and any organisation that suggested I apply. 5. I will spend any grant awarded solely for the purposes set out in this application form. Grant will not be used toward purchases already made or debts. 6. To help Richmond Foundation monitor and evaluate its work, I agree I may be contacted in the future. | | |
| * **I agree to the Declaration above** | | |