

About this template

This template can be used to develop an 'accompanying letter' when you're applying for clearance (referred to here as "submitting a waiver application") from the Charity Commission because you're disqualified from being a trustee or senior manager of a charity as a result of your criminal record. It's part of the "[apply for a waiver](#)" section of our [guidance for individuals](#).

Its aim is to help you to explain why you should be granted a waiver by addressing the questions asked in the waiver application form, as well as helping you to think about other things that you might include which will give you the best chance of being granted a waiver when the Charity Commission make their decision.

The template is hopefully a good way of bringing everything together and to help you to prepare your waiver application before submitting it formally through the online process.

We are happy to review draft letters and provide you with some helpful feedback. If you'd like us to do this, you can send your draft letter in confidence to casework@unlock.org.uk or you can [contact our helpline](#) first before sending.

How to use it

1. **[Green text brackets]: Delete as appropriate or provide specific information relating to you and/or the charity.**
2. **[Blue text in brackets]: Guidance on what to add**
3. Do not send this document as it is (as it has Unlock's logo on it). We suggest you copy the text you have written into a separate document as your own letter.

This template is subject to our [disclaimer](#).

Template accompanying letter

Dear Sir

Re: [Please provide your name and current contact details]

I wish to apply to the Charity Commission for a [general waiver / waiver for a specific class of charity / waiver for a specific named charity].

I [currently hold / have been offered] the position as [a trustee / senior manager – specify job title] for [if your waiver application is for a specific charity then provide the name and a brief outline of what the charity does. If it's a waiver for a specific class of charities, explain what type of charities these would be. If it's a general waiver, explain why you're applying for a general waiver].

[Explain how you got to this position. If you're currently a trustee or senior manager for the charity then provide details of how long you've been there and whether your role has changed over time, for example if you started as a finance assistant and are now in charge of the charity's finances or if you were previously a user of the charity who is now a trustee. If you've been through a competitive recruitment process, explain this here too].

As a result of [give the reason for your disqualification, i.e. unspent conviction for dishonesty], I am currently disqualified and so need to apply for a waiver. [Provide details of the date of your conviction, the sentence you received and the circumstances that led to your conviction]. My conviction will become spent [insert date] [if you don't know the date, you can use Unlock's [disclosure calculator](#)].

The charity's Board of Trustees are aware of the reasons for my disqualification and are fully supportive of my waiver application. [Consider what information the trustees have provided in support of your application as you might want to build on this here].

As I have highlighted above, my conviction occurred [insert how many years ago] and since then I have [provide details of what you've done since your conviction, for example any voluntary or paid work that you've carried out, any courses that you've completed to address your offending behaviour etc].

The charity [I am / I am hoping to be] involved with was originally established to [provide details of what work the charity is involved with, and especially highlight if it's the case that they help with the rehabilitation of people with a criminal record]. During the time I've been [volunteering / working] for the charity I believe that I've become an integral part of the team and the loss of my skills, experience and knowledge could affect the day to day running of the organisation should my waiver be refused [if possible, provide details of anything specific that you do that is not currently done by others or that it would be difficult for others to do without your help/supervision].

[Keep this and explain why, if this is the case] A significant proportion of the charity's user group have convictions and, having had personal experience of the criminal justice system, I believe my own experiences provide me with the opportunity to give service users 'a voice'. [A similar example could be if you're working for a drug's charity and your own addiction issues led to your conviction, thereby giving you a good understanding of your client group].

[Use this space to add anything else that might strengthen your application – refer to our guidance on applying for a waiver]

In summary, I am passionate about [name of charity if applicable] and wish to continue my involvement and help the charity to develop further in the future.

If you require any further information in support of my application, please do not hesitate to get in touch with me.

Yours faithfully

[Name]