Nottingham Soroptimist Trust

providing training, education and financial hardship grants for women and girls in Nottinghamshire

registered charity number 1130691

We provide a '*PDF*' version of the form which can be printed and completed by hand, which ensures that the format and sections are not changed; and we also provide a '*Word*' version which can be saved and completed electronically.

PLEASE ENSURE YOU READ THE TRUST LEAFLET AND THE OBJECTS OF THE CHARITY TO ENSURE YOUR APPLICATION COMPLIES WITH ONE OR MORE OF THE OBJECTS AND PLEASE COMPLETE EVERY SECTION OF THE FORM (Failure to give all required details could result in the form being returned or application rejected.)

The objects of the Charity are:

1. **For the relief of financial hardship among women (including those under the age of 18 years) living or working mainly or wholly in Nottinghamshire**
2. **For the advancement of education of women (including those under the age of 18 years) living or working mainly or wholly in Nottinghamshire**
3. **Supporting Soroptimist International projects for the relief of financial hardship and the advancement of education of women (including those under the age of 18 years)**

For the avoidance of any doubt, decisions relating to all aspects of any application or claim made to the Charity, including the residency or working location of an individual, shall be made by the Trustees whose decision shall be on a final and binding basis.

The Trustees consider applications four times a year, in January, April, July and October. The deadline for receipt of applications is the last day of the previous month. Help can be given in the completion of the form, but the applicant must verify the details (section 7).

Application Form (Nº 1) – Individual

1. Personal details

Title : Miss / Mrs / Ms / Other:
Forenames:
Surname or family name:
Date of Birth :
Address:
Post Code:
E-mail address:
Preferred Telephone Number:
Are you tax resident in any country other than the UK: YES / NO *(see Privacy & Data Protection Policy)* **If YES : Name of country ..... Tax Payer Identification Number .....** ***(Tax Residency** – we need this information to comply with regulations relating to tax status)*

Occupation: **Or Other eg Student / Unwaged / Volunteer / Retired**
Do you have a disability or ongoing health problems? YES / NO *If YES, please give details.* *(Just let us know anything you wish to tell us that you think might be relevant to your application. We only ask for this information to help us understand your full circumstances.)*

2. Your circumstances

(We ask for information about income, savings and debts to help us understand your financial circumstances, particularly if your application is under the category of financial hardship. We do not usually give grants to cover debt. For dependants, list the people who rely on you to provide accommodation, food and other essentials.)

(Students over 18 should complete the form with their own details, but it is also useful to give us information in a separate document if you are still dependant on parents and if the family is in financial hardship)
(Girls under 18, unless financially independent, should complete section 2 with their family details of income)

Please let us have details of all the income you receive – or, *if under 18*, details of total household income.

Type of Income	Details	Amount	How often
Wages / salary			
Pensions			
Grants			
Benefits (please list with amounts)			

Savings and debts

Do you have any savings?	YES / NO	*Total amount*: £
Do you have any loans/debts?	YES / NO	*Total amount*: £

Your dependants

NAME	RELATIONSHIP TO YOU	AGE	EMPLOYED? YES/NO	WEEKLY CONTRIBUTION TO HOUSEHOLD COSTS (IF ANY)

3. Purpose of the grant

(State briefly why you are asking for a grant. How will it be spent?
How would the receipt of a grant help you?
Give any other information you think will help our understanding of your application.
Please supply supporting evidence for your application as follows:
For request for goods or services, please indicate what these are and supply a written quotation where possible.
If the grant is for training or education, please supply details of the course, the course provider and the cost and duration of the training.
If the grant is for an educational trip or visit, please enclose supporting documentation from the organising body.)

If necessary, please continue on a separate sheet of paper, maximum one side of A4.

What would this grant be used for?
How would this help you?

What is the total cost?
Are you able to contribute any amount yourself?

4. Other grants and funding

(This gives a full picture of your circumstances but will not prevent your application being considered.
The Trust may not be able to fund the entire amount requested and we need to know if you have other means to raise the shortfall.)

Have you applied for any other grant or funding? **YES / NO** If YES, please give details (this will not prevent your application being considered)
Was your application successful? *Or* **Are you still waiting for a decision?**

5. Referee details

Please give details of a relevant professional referee who can verify the information you have given.
(This could be an employer, college tutor, social worker or charitable agency. It cannot just be a friend or relative.)

Name:
Address:
Telephone:
Email
Organisation:
Position:

6 Referee statement - must be signed by the referee

(This is verification of the accuracy of the information given by the applicant. You must attach a signed written reference from the referee, on the headed paper of their organisation, supporting your application and accepting our Privacy Policy or the referee must sign the statement below)
An accompanying official letter from the referee can be very helpful to support your application, (no more than one side of A4).
(The referee should be made aware by you of our Privacy and Data Retention Policy.)

I certify that the information given in this application is complete and correct to the best of my knowledge.

I agree to my personal details being used in accordance with The Nottingham Soroptimist Trust Privacy and Data Retention Policy. *(attached page 6 of the form)*

Signed ..... *Date* .....

7 Applicant statement - must be signed by applicant

(The form should be signed manually or the declaration made by email– you are agreeing to our Privacy and Data Retention Policy that forms part of this application form, as well as certifying that the information given is correct.)

I certify that the information I have given in this application is complete and correct to the best of my knowledge.

I agree to my personal details being used in accordance with The Nottingham Soroptimist Trust Privacy and Data Retention Policy *(attached page 6 of form)* and for the referee above being contacted if necessary to verify details.

Signed ..... *Date* .....

Please return the completed form as an email attachment to:
soroptimisttrustnottingham@googlemail.com

If possible, you or your referee should scan the completed and signed document to send by email.
If you cannot scan the signed document, please email the completed form and make the declaration from section 7 in the body of your email. Your referee should also send an email agreeing to section 6.

Only if you cannot complete the form in any other way, complete the form by hand, check all details and sign the completed application form – return *pages 1-5 only* - and send by post (*Please check correct postage for size & weight of envelope - unstamped or under-stamped mail will not be accepted.)*
to: Nottingham Soroptimist Trust, Newstead House, Pelham Road, Nottingham NG5 1AP

If you have a question or to check receipt of form, please email the Trustees at:-
soroptimisttrustnottingham@googlemail.com

Website – https://nottinghamsoroptimisttrust.org.uk

Nottingham Soroptimist Trust
Privacy and Data Retention Policy

Applicant Information

We collect personal data from our applicants and others in the course of an application for funding being made.
What personal data do we collect?

- Full name
- Postal address
- Telephone number(s)
- Email address
- Other personal information such as income, health information and personal circumstances
- Country of tax residency and tax reference.

Why do we need this data?

- To process the application for funding and make a decision about whether to fund the application.
- To allow us to confirm with the referee given on the application form that the application is genuine.
- To comply with regulations relating to tax status and residency.

How is this data used?

- The information on the application form is used by the trustees to decide whether to award funding to an applicant, and how best to transfer the funding.
- Summary data relating to applications and applicants is retained electronically.
- The information given will not be shared with any other individual or organisation, except for our statutory requirement to share tax residency information with certain international bodies.

How long do we keep this data?

Application forms are securely stored for a period of 5 years after which they are destroyed. The electronic summary data sheets are retained indefinitely should a query arise.

Information about other individuals

Where we obtain information about individuals other than the applicant, we request consent to use and store their data under the 'consent' category. Their data will also be stored for the time periods shown above. Any individual who does not wish for us to store their personal data once an application has been processed may contact us at soroptimisttrustnottingham@gmail.com and request that we remove their data from our records.

Email retention

It is our policy to retain email correspondence for 12 months, after which emails and their associated addresses are deleted. If you would like us to remove your email address or any email correspondence with you from our computers and servers before this time, please contact us at soroptimisttrustnottingham@gmail.com

Your rights.

At any point whilst we hold data relating to applicants or other individuals, they have the following rights:

- The right of access to a copy of the information we hold about them.
- The right of correction – they have the right to correct any data which we hold which is inaccurate or incomplete.
- The right to prevent direct marketing – once our involvement with an applicant is complete, we cannot contact them in the future without their permission.
- The right to be forgotten – former applicants can request that their personal data be removed from our records. We can decline to do this if there are outstanding matters which require us to make contact, or if the information is needed to fulfil legal obligations.
- The right to complain – see complaints procedure below.

How to complain about the use of your personal data.

If you wish to complain about the use of your personal data, you can do so by email at soroptimisttrustnottingham@gmail.com
If you wish to complain to the supervisory authority, you may write to:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113, www.ico.org.uk/concerns

This policy was reviewed in April 2023

If you need this policy in larger format, please let us know