Nottingham Soroptimist Trust

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

registered charity number 1130691

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.

APPLICATION FORM (Nº 3) for ORGANISATIONS / GROUPS

1. Name of organisation / group	
Is the organisation a Charity - YES/NO	***If yes – Charity Number :***
Why : The Charity Commission ask us for the proportion of grants paid to other Charities.	
Is the organisation tax resident in any country other than the UK. YES / NO	***If YES*: Name of country :** **Tax Payer Identification Number :**
Why : We need this to comply with the law relating to tax status. Does your organisation/group report income to a tax department in another country?	
Does the organisation have a Safeguarding Policy YES / NO	**Date last reviewed ___/____/____**
2. Purpose of the organisation/group *In a few sentences, please tell us the aims and objectives of your organisation.* *Do your officials work on a voluntary basis or are they employed* *How does the organisation / group help women and girls in Nottinghamshire* *or provide a copy of your Constitution, Rules or Mission Statement* (Use separate sheet if necessary – no more than one side of A4)	

3. How many women/girls will benefit from this project *Is it the whole group or some of the group participating in a project?*	**state number** _____
4. Give full details of the reason for seeking funding. *Give as much information as possible about the project and what you hope to achieve.* - *Who will be participating and how will this help in their development / experience / knowledge* - *If you are requesting funding for a group of individual clients with similar circumstances, please tell us about their needs and what you would like to provide for them.* *use separate sheet if necessary*	
5. FINANCE Give a full breakdown and total cost of the project or items needed (if we are unable to give funding for the total amount, we may be able to fund one or more aspects)	
Will participants be contributing? YES / NO If applicable, how much will each participant contribute and how will this be raised?	

6. STATEMENT (*Please ensure you have read the Trust's Privacy and Data Retention Policy)*

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**.**

Signed…… (Print Name)……..

Position in Organisation……Contact Telephone No……..

Address……..….. E-mail……

……. Post Code……

7. REFERENCE

(Should be signed by a senior person in your organisation or another professional, who is able to verify the *information given. They need to be made aware by you of our Privacy and Data Retention Policy.)*

Please obtain the signature of a senior person in the organisation or a professional person to verify the information in this application

Name_____**Position**_____**Company**_____

Contact details Phone_____**email**_____

I agree to my personal details being used in accordance with the Nottingham Soroptimist Trust Privacy and Data Retention Policy (The applicant will have a copy or please email the Trust for one to be supplied)

I CONFIRM THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN IN THIS APPLICATION IS CORRECT

Signature_____date_____

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. We have a separate form for individual applications.

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 6 in the body of your email. Your referee should also send an email agreeing to section 7.

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 1-3 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