Nottingham Soroptimist Trust

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

registered charity number 1130691

Guidance notes for applicants, support workers, tutors and referees

1. 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.
2. In exceptional circumstances, we may consider financial hardship applications which are very urgent and unforeseeable outside the normal cycle, but these can only be for very small amounts.
3. It is important to ensure all applications fit one or more of the Charity's objects as detailed on the form.
4. All sections of the form must be completed. Any forms that are not fully completed may be returned or the application may be declined.
5. Please attach a separate letter on headed paper (no more than one side of A4) from the referee giving extra background information to support the application.
6. Any individual grant awarded will normally be paid through the organisation supporting the applicant.
7. The form may be completed on behalf of the applicant if they are unable to do so themselves, but they need to read and sign the declaration in section 7.
8. We have a separate form for group applications or for applications on behalf of a group of clients in similar circumstances.
9. We provide two versions of the forms- a '*PDF*' version, which can be printed and completed by hand, which ensures that the format and sections are not changed; and also a '*Word*' version which can be saved and completed electronically.
10. Please return the completed form as an email attachment to:
    soroptimisttrustnottingham@googlemail.com

    If possible, please scan the completed and signed document to send by email. *(please take care when scanning to keep pages flat, in the correct order and the right way up)*
11. If you cannot scan the signed document, please email the completed word version of the form. The referee and the applicant should also send separate email declarations corresponding to section 6 and section 7 of the application form, respectively.
12. Only if you cannot complete the form in any other way, complete the form by hand, check all details and get the completed application form signed in sections 6 and 7– 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