



Nottingham Soroptimist Trust

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

registered charity number 1130691

Guidance notes for support workers, tutors and referees

1. The Trustees normally consider applications twice a year. Applications are only accepted between 1st November and 14th December for allocation in January and between 1st May and 14th June for allocation in July, (to ensure the completed details are up-to-date.)
2. In exceptional circumstances, we may consider urgent applications for financial hardship outside the normal cycle, but this can only be for 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. A separate letter (no more than one side of A4) from the referee giving extra background information can often be very useful.
6. 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.
7. We have a separate form for group applications or for applications on behalf of a group of clients in similar circumstances.
8. We provide two versions of the form - 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 a '*Word*' version which can be saved and completed electronically.
9. Please return the completed form as an email attachment to:
soroptimisttrustnottingham@googlemail.com
10. If possible, please scan the completed and signed document to send by email.
11. If you cannot scan the signed document, please email the completed word version of the form and make the declaration from section 6 in the body of your email. The applicant should also send an email making the declaration in section 7.
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