



# **3S FUND**

## **HANDBOOK**

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# The 3S Fund

## 1. Constitution

### Name

The name of the Fund shall be The Scotland South Soroptimist Fund (The 3S Fund) hereinafter referred to as The Fund.

### Aim of The Fund

To support projects which improve the lives of women and girls to achieve their potential in line with the objects of Soroptimist International.

### Objects

The objects for which The Fund is established are to enable Soroptimists in Scotland South Region of Soroptimist International of Great Britain and Ireland to:

1. Sponsor a person willing and able to offer professional expertise in specific fields overseas or in the United Kingdom, on a voluntary basis.
2. Sponsor a person who is going to participate in voluntary work overseas or in the United Kingdom and can demonstrate a benefit to themselves and the local community in which the project is taking place.
3. Sponsor a person from outwith the UK to come to Scotland for study or training, all of which would benefit the country or community, or both, of the person sponsored.
4. Provide funding to support, in whole or in part, a specific project nominated by a club focused on empowering, educating or enabling women and girls which would benefit a country or community. A separate application form is available for this.

### Management

Management of The Fund shall be vested in a committee comprising a minimum of three trustees with a maximum of five ('the Trustees'). The minimum trustees will be the Region President, Immediate Past Region President and Region Treasurer. The other two trustees will be members of the region executive committee. Administrative support will be provided by the Region Secretary.

Their successors on the region executive may succeed them as trustees of The Fund and the Immediate Past President of Scotland South Region shall be the Chairperson of the trustees and the Region Treasurer shall be the Treasurer of The Fund.

To these trustees shall be transferred the management of funds presently at credit in Account Number **00634092** in Bank of Scotland Branch **801110** and the trustees shall hold and apply the said funds together with such other funds as may from time to time

be transferred to them as trustees of The Fund (1) for payment of expenses of administering The Fund and (2) for the purposes outlined in the aforesaid 'Objects'.

### **Finance**

The Financial year shall end on the 31<sup>st</sup> March each year and accounts shall be prepared and audited or examined in the manner required by the current legislation.

Any financial transaction on behalf of The Fund shall be effected only by the signatures of the Chairperson of The Fund for the time being, and/or the Region President for the time being, and/or the Treasurer for the time being of The Fund. Any two signatures out of the three being sufficient.

### **Quorum**

Three trustees shall constitute a quorum.

### **Indemnity**

The trustees shall not be liable for loss or depreciation of the value of the investments retained or made by them nor for omissions nor for neglect or default of one another, or for any banker, solicitor, factor or other agent employed by them.

### **Dissolution**

In the event of the cessation of the existence of the Scotland South Region of Soroptimist International of Great Britain and Ireland, the trustees then in office shall realise the whole Fund estate and shall decide the destination of The Fund monies at this time. The monies will be donated to charities/not for profit organisations with similar aims to The Fund.

The same provision and procedures shall take effect in the event of The Fund being at any time wound up.

### **Alterations**

Alterations or amendments to this Constitution shall be agreed by representatives of Soroptimist International clubs situated from time to time within Scotland South Region; assent by not less than 50% of such clubs present and voting at a General Meeting of Soroptimist International of Scotland South Region shall constitute agreement to such alteration(s) or amendment(s).

## 2. Operation of The Fund

### 2.1 Club Responsibilities

1. Identify suitable applicants (by advertising, word of mouth etc). Ensure they are eligible under the Fund Constitution. Ensure applicant is prepared to provide update reports and a final report on project to Club/Region – written and, possibly, oral.
2. Request applicant to complete Application Form and Personal Profile Form.
3. Club representative(s) discuss application with applicant. The applicant may be invited to present her project to the club
4. Club discusses the application within four weeks of receipt and minutes the decision. This can be done by email when the club is not meeting eg in summer
5. If approved, the President/Secretary completes the Club section of the Application Form and the President signs it. An electronic signature or typed signature will be acceptable.
6. If approved, the Secretary or 3S representative for the club sends the form and supporting documentation by email to Scotland South Region Secretary at SSSRegion@gmail.com.

### 2.2 Trustees' Responsibilities

1. The Region Secretary ensures the forms are complete and returns those which are not correctly completed for amendment.
2. The Region Secretary circulates the Application to the trustees with a maximum return date for comments of four weeks.
3. The trustees discuss the application and decide whether to accept/reject it. If successful the amount of the grant is decided. The decision of the trustees is final.
4. The 3S Chairperson communicates the decision to the proposing Club and the applicant within two weeks of the trustees' decision. If appropriate, she sends the cheque to the proposing Club.
5. The Region Secretary files all applications and records of decision.

### 2.3 Club Responsibilities (2)

1. The Club presents the applicant with the cheque.
2. The Club keeps in touch with the applicant during the project and arranges for them to report to the Club on completion of the project.
3. The Club sends a copy of the written report provided by the applicant on completion of the project to the Region Secretary.

### 3. Eligibility

1. Each application must be checked against the 3S Fund Constitution to ensure the application is eligible
2. Grants are available to applicants who demonstrate the major beneficiaries of the project are women and girls.
3. The applicant need not be known to the sponsoring club - but representatives of the club must have met them to discuss the project and their suitability.
4. Grants are not normally made to applicants who are carrying out a project as part of their paid employment.
5. Electives: As part of their course, some students are required to undertake an unpaid research project e.g. in a hospital. These projects will not normally qualify for a grant unless the applicant can demonstrate that they will be involved in unpaid voluntary work during the placement. This will be decided by the trustees on an individual basis.
6. Applicants should be at least 16 years of age at the time of carrying out the project/volunteering.
7. The volunteering opportunity/project should generally be of at least four weeks duration.
8. Flexibility on 6 and 7 above will be at the discretion of the trustees if the sponsoring club supports the application.

### 4. Finance

The 3S Fund is funded by donations from Clubs or individuals. These can be made to the SI Scotland South Treasurer at any time and should be identified as monies for the 3S Fund. Cheques must be made payable to **Soroptimist International Scotland South Project** or can be paid by bank transfer to Bank of Scotland Account number 00634092 Sort Code 80-11-10. The name of the club donating the money should be used as a reference and the Region Treasurer informed that a donation has been made.

Alternative streams of finance are also used for example contract with Better World Books and an Easy Fundraising page.

From time to time fund raising events may have to be held to ensure a healthy balance is available for disbursement. If the balance in the fund falls to £500 the trustees reserve the right to close the fund to applications until such time as the balance has restored to an acceptable level.

Awards will be made using the agreed sliding scale as a guide up to a maximum of £500 for an individual. Project applications will receive a maximum £500 grant.

## 5. General Information

1. Grants are made at the absolute discretion of the trustees. The trustees undertake to consider each application carefully and impartially.
2. Each application will be considered on its own merit – awards will not be made based on previous applications.
3. Each successful applicant will be asked to provide a written and, preferably, illustrated report at the end of the project. There should be one copy for the proposing club and one for Fund records which should be sent to the region secretary. In addition, the recipient will be asked to make an oral presentation to the Club and/or Region.
4. All applications must be sponsored by a Scotland South Club. In the event of a trustee receiving an application direct it will be returned to the applicant with a note of the name and address of the Secretary of the nearest club.
5. At the end of her year, the retiring chairperson of the Fund will complete a Programme Focus Report on the work of The Fund during the year.

## 6. Application Form Notes

### 6.1 Purpose

The purpose of this document is to provide a uniform summary of the applicant's project. It must always be accompanied by the personal profile form and a photograph of the applicant.

### 6.2 Notes on Completion

1. Details of the Project Organisation/Group should be attached.
2. Applicant's Involvement – summary only, detail should be in the Personal Profile form.
3. Club's statement of support should include an indication of the unanimity of that support. If there has been a lack of support, please indicate the reasons for this.
4. Please indicate who the cheque should be made out to as some projects require the cheque to be made to them rather than directly to the applicant.

## **7. Personal Profile Form Notes**

### **7.1 Purpose**

The purpose of the personal profile is to provide a uniform summary of the applicant's involvement with the project

### **7.2 Notes on Completion**

1. All sections must be completed with a reasonable level of detail to ensure an understanding of the aims of the project and the applicant's level of involvement.
2. Applicants should be able to demonstrate what they will bring to the project and what they hope to gain from participating in it.
3. A photograph of the applicant must be attached to the profile
4. An electronic version of any leaflet/information produced by the organisation leading the project can also be attached.

## **8. Project Application Form**

### **8.1 Purpose**

The purpose of the project application form is to provide a basic knowledge of the project being supported by a group or club.

### **8.2 Notes on Completion**

All sections should be completed with a reasonable level of detail to ensure and understanding of the aims of the project, expected outcomes and how success will be measured. Any project can apply for a grant from the fund including club projects. The maximum award will be £500.