

## **Tips for Completing LYD Applications**

1. Read all parts in the application very carefully. If you need help with any aspect of it, please click on the link at the bottom of the Awards page for the awards chairperson, or email [awards@soroptimitcalgary.org](mailto:awards@soroptimitcalgary.org)
2. Double check all your answers to make sure they are accurate, and that there are no omissions.
3. For long answer questions, please keep to the length of answers requested to eg. 300 words or 750 words. Read the stories of other award winners to give you some idea of how to tell your own story.

4. For the long answer question on explaining why this award would help you live your dream in 750 words, it is very important to tell your story so the judges understand your financial needs and the circumstances in your life that have brought you to your current situation of having the sole responsibility of providing for your dependents (children, spouse, parents, siblings, etc.)

We are not looking for graphic details of your past treatment or experiences, but we are looking for a general account of what circumstances (eg. domestic and/or substance abuse, difficult home life, etc.) that has made your past difficult for you and/or your family. Terms like “diabolic” to describe a situation needs some explanation.

5. Financial situation:

The forms for income and expenses must be completed as accurately as possible. The information requested is your **annual** (yearly) income and expenses.

**Income:** Make sure you include **all** sources of income. Government support should include your Child Tax Credit and/or government assistance of any kind, if applicable. These forms are designed in the U.S.A. and use different terminology than that used in Canada, so, they list “Social Security” which would be equivalent to “welfare” in Canada.

**Expenses:** Try to estimate your expenses as closely as possible. Again, we are asking for your **annual** or yearly expenses.

Any amounts that seem **unrealistic** will be questioned.

6. Make sure you sign and date the application on the last page.