

Start



You submit your membership application online



What if we haven't attached all the key information? We will contact you to let you know what we require and we pause your application until you've provided it.

If your application isn't successful we will outline the areas you need to improve if you decide to reapply in the future, provided you are eligible to re-apply. If you are not eligible to re-apply we will set out the reasons your application was deemed ineligible.

Stage 1 - Application Submitted

Once you've completed the form your details will be automatically saved in our database with a note to say your application is pending approval. We send you an e-mail confirming that we've received your application

Stage 2 - Processing the Application

We assess the information you've sent us checking for key points such as a valid charity/company registration number, signed and dated governing documents and evidence of activity here in Tower Hamlets (You don't have to be exclusively active in the borough).

A member of the staff team generates a quick report for the board who run stage 3.

Key point: If you are applying at short notice to access a discount for our training we may extend benefits of membership such as discounts to you if you've met the key criteria. This is at our discretion.

Stage 3 - Reviewing the Application

The board review all membership applications since the last meeting of the board based on the report from Stage 2.

They then approve or reject each application on an individual basis. We e-mail all applicants with the decision, including reasons for the decision.

Stage 4 - Congratulations! You are a member

Your welcome letter from the CEO is in the post. We update our records to reflect your application has been fully processed.

End