A logo with a star and a flower

Description automatically generated

**County Grant Request Form**

Grants are available to individual Girlguiding members and units within Derbyshire.

*Please note there is a separate form for census support.*

Grants can be for any of the following:

* **Recruitment & Training** - Any opportunity directly related to the recruitment of girls and/or adults. It can also be applied to any training undertaken by a member of Girlguiding Derbyshire which is directly related to improving the guiding experience of the leaders themselves, their unit leadership team and/or girls.
* **Opportunities** - The purpose of this fund is to support any guiding related opportunities for girls and/or leaders. This includes, but is not limited to:
  + support to attend County/Region/National events and trips.
  + support to attend international trips, or for units organising overseas trips.
  + support to buy equipment needed for unit guiding/residentials/leadership. activities for members of Girlguiding Derbyshire.
* **Hardship** – for units where members need specific support.
* **New Unit Startup** – for units that have started in the last 6 months where more support is required than can be funded by area or region.

Applications should be completed in full. Please supplement the form with additional information to support the application and attach a copy of the event/activity flyer or publicity material where appropriate.

Part 1 to be completed by all applicants.

Part 2 is required where the applicant is under eighteen and is completed by their area/district commissioner or unit leader.

Part 3 is for group details. The group leader should complete part 1 themselves, then include parts 2 and 3 for the group.

All applications submitted will be fully assessed at the next finance and general purposes committee meeting which occur at regular intervals throughout the year. Applicants may be contacted after the meeting to answer questions relating to their request. Retrospective grant applications will not normally be considered. If you have any queries, please contact the county office: [office@girlguidingderbyshire.org](mailto:office@girlguidingderbyshire.org)

Girlguiding Derbyshire

grant application

**Applicant details**

Full name: Membership number:

Unit:

District and area: Girlguiding role:

Contact address Contact email:

Contact telephone:

Bank Details – Name, account and sort code

**Request details**

Request type training/opportunity/hardship/new unit start up.

Amount requested:

Description of request – if you are attending an event – please give the full cost of the event and give details of other grants and fundraising you are doing.

**Please provide a full description of how the money will be spent:**

(detailed workings can be provided in a separate document)

What are the expected goals / results of the project / activity?

Please provide details, including dates and amounts, of any grants you or your unit have received in the last 3 years from Girlguiding Derbyshire.

**Declaration and signature**

As part of this application, I understand and commit that, if successful, I / we will:

· submit a report to the county explaining how the grant was spent and benefit obtained.

· ensure the grant will only be used to fund the items/activity detailed in this application.

· provide a certificate of attendance within one month of attending the event/activity.

Note: failure to attend or cancellation of the event will normally require repayment of the grant.

I certify, to the best of my knowledge, that the information in this application is correct and complete.

Signed (member): Date:

Name:

**Please return the completed form via email to:-** **grants@girlguidingderbyshire.org**

Girlguiding Derbyshire

Grant Application

**PART TWO – TO BE COMPLETED BY UNIT LEADER AND DISTRICT COMMISSIONER**

**(For members under 18)**

Please provide a brief record of the applicant’s role and any relevant experience in Guiding:

By signing this form, you are happy for the county to support this application.

Unit leader signature: Date:

District commissioner signature: Date:

**Please return the completed form via email to:-** **grants@girlguidingderbyshire.org**

Girlguiding Derbyshire

grant application

**PART THREE – TO BE COMPLETED FOR GROUP TRIP REQUESTS ONLY**

**TO BE COMPLETED BY GROUP LEADER**

Please provide full details of the leaders, guides, brownies, rangers, trefoil guild members, other helpers/adults/young people who form part of your group.

**Leaders**

|  |  |
| --- | --- |
| **Name** | **Guiding role**  (e.g. leader, asst leader, unit helper) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Please add additional pages if necessary.*

**Brownies, guides, rangers**

|  |  |
| --- | --- |
| **Member attendees** | **Total number** |
| Brownies |  |
| Guides |  |
| Rangers |  |

**Trefoil guild helpers, other adults, other young people**

|  |  |
| --- | --- |
| **Other attendees** | **Total number** |
| Trefoil guild members |  |
| Other members of Girlguiding Derbyshire over 18 |  |
| Non-members over 18 |  |
| Non-members under 18 |  |

**Please return the completed form and supporting documentation to the county office via email. Email address :** [**grants@girlguidingderbyshire.org**](mailto:grants@girlguidingderbyshire.org)

**For office use only**

Date sent to F&GP Committee

Amount approved ­­­­£

Date approved

Fund to be used