



## County Grant Request Form

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

Grants can be for any of the following:

- **Recruitment & Training** - This grant can be applied to any opportunity directly related to the recruitment of girls and/or adults. This grant 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 buy equipment needed for unit guiding/residentials/leadership activities for members of Girlguiding Derbyshire
- **International trips** - for members attending Girlguiding international trips or for units arranging overseas trips.

*Note - members selected for Region / County trips do not need to complete this form but should write to the office to request the standard grant.*

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

Applications for Girlguiding members under 18 should be accompanied by Part 2 completed by their Area/District Commissioner or Unit leader.

Applications for international trips should include part 3.

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 during the meeting to answer questions relating to their request and will be advised in advance if they need to be available.

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: \_\_\_\_\_

## Request details

Request Title: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Description of requirement

**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 BACs payment details / bank the cheque within one month;
- 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:- [office@girlguidingderbyshire.org](mailto:office@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 to the County Office via email.**  
Email address : [office@girlguidingderbyshire.org](mailto:office@girlguidingderbyshire.org)

# Girlguiding Derbyshire Grant Application

## PART THREE - TO BE COMPLETED FOR INTERNATIONAL TRIP REQUESTS ONLY (Excluding County / Region trips where participants have been selected)

### 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 : [office@girlguidingderbyshire.org](mailto:office@girlguidingderbyshire.org)

**For Office Use only**

Date sent to F&GP Committee

\_\_\_\_\_

Amount approved

£ \_\_\_\_\_

Date approved

\_\_\_\_\_

Fund to be used

\_\_\_\_\_