

GIRLGUIDING CAPESTHORNE DIVISION GRANT APPLICATION FORM



Grants are available to Capesthorne Division members participating in or leading trips/events which have been arranged by County or Region and who have been through the county selection process.

Members wishing to apply for a grant must complete the application form below and ensure that they have read the supporting information. Members should also consider other sources of funding that are available from Girlguiding and other organisations to help meet the cost of the trip. Capesthorne Division has limited funds and cannot guarantee to fund all eligible applications.

At the first meeting of each year the Division Committee will decide on an amount to be allocated for grants. Once the total amount of funding has been allocated, applicants will have to wait until the next financial year. Priority will be given to girls that have not received a grant before or have not previously been on an international trip.

PROCESS:

1. Grant applications should be submitted by 31st December in the year before the event.
2. The application form below must be completed, and the District Commissioner should be asked to sign it if they approve the application.
3. The District Commissioner should email or post the form to the Division Commissioner.
4. The application will be considered against the criteria outlined above at the Division Meeting and a decision made on the grant amount. Grants will be paid once applications are received and approved and in the financial year that the event takes place.
5. If applicants are awarded funds and do not take part in the event, or the event is cancelled, or they fundraise above the amount needed for the event, all grant monies must be returned to the Division as soon as possible.
6. After the event, applicants will be expected to provide a short report about the event to the Division. Applicants may also be asked to share their experiences more widely with other units.

Name of applicant:		Date of Birth:	
Address:			
Postcode:		Telephone No:	
Email:			
Unit Name:			
Role in Guiding:		Membership No:	
District:			
Type of Event: (Please give details below)			
Total Cost:		Date of Event:	
Breakdown of Costs (if known) – Accommodation, Transport, Food etc			

Is your district contributing to the funding?

Yes

No

Have you applied for (or received) funding from other sources?

Yes

No

Have you received any Grants in the last 5 years from County, Division or District?:

Yes

No

Are there any particular circumstances or additional information of which we should be aware?

What have you done so far or what do you intend to do to fundraise for the event?

What do you think you will gain from this event?

If successful with the grant application to whom should the cheque be made payable?

(NB cheques cannot be made payable to personal accounts; please give your unit, event, trip etc. account details)

Cheques payable to:			
Sort Code:		Account No:	
If successful with the grant application, I will send a report to the Division Commissioner following the event. If I fundraise above the cost of the event, I will repay part, or the entirety of the grant awarded.			
Applicant Signature:		Date:	
Parent/Guardian Signature (if under 18)		Date:	
District Commissioner:		Date:	

Please either email or post the completed form and any additional sheets to:

Sophie Collis, Stonegate Cottage, Stonegate Lane, Aston by Budworth, Cheshire, CW9 6NE.

Email: capesthorne@girlguidingcheshireborder.org.uk

Division Use Only:

Discussed On:					Awarded On:				
Applicant Informed:					Cheque Sent:				
Acknowledgement Received	Yes		No		Report Received	Yes		No	
Notes:									