



GIRLGUIDING CAPESTHORNE DIVISION GRANT APPLICATION FORM

Grants are available to Capesthorpe 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. Capesthorpe 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:

Address:.....

Post Code: Telephone No:

Email: Date of Birth (if under 26 only).....

Unit Name:

Role in Guiding:

District: Girlguiding Membership Number:

Type of Event: (Please give details and date of event):

Total Cost:..... Date(s) of event:

Breakdown of costs (if known) (Accommodation/Transport/Food):

Is your District contributing to the funding?

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

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



GIRLGUIDING CAPESTHORNE DIVISION GRANT APPLICATION FORM

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)

Account name / Cheques payable to:

Sort Code:

Account number:

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.

Signed Applicant: Date:

Signed Parent/Guardian (if under 18): Date:

Signed 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

For Division Use Only

Discussed on: Awarded:

Applicant informed:Cheque Sent:

Acknowledgment cheque received: Yes/No Report Received: Yes/No

Notes:

.....
.....