**Girlguiding Leeds**

**Application for Financial Assistance/Subsidy**

Please refer to the Guidelines overleaf before completing this form

**Your details:**

|  |  |
| --- | --- |
| Name of Leader |  |
| Address |  |
| Postcode |  |
| Telephone number |  |

**About the application:**

|  |  |
| --- | --- |
| Applying on behalf of person/unit/ group |  |
| Please give details stating what and when the application is for. (If necessary, continue on another sheet) |  |
| If this request is for an international event, please state the event name and who is organising the event |  |

**Amount of financial assistance/ subsidy:**

|  |  |
| --- | --- |
| Total cost (broken down into as much detail as possible) |  |
| How much have you raised/contributed, or will you be able to raise/contribute towards the total cost?  |  |
| How much of the amount contributed has been given by the Unit/ District/ Division/ Other Guiding related funds? (State which these are) |  |
| What contribution are you requesting from County (should sufficient funds be available)?  |  |
| To whom should the cheque be made payable? |  |
| Have you applied for a subsidy before? And, if yes, when?  | Yes/ No |
| Were you successful?  |  |

Signature of Leader: Date:

**For applications on behalf of a Unit please fill in this section:**

|  |  |
| --- | --- |
| Number of girls in Unit |  |
| Subscription paid per week/term/year |  |
| Cost of rent or donation made for use of premises (or other large annual cost) |  |

**N.B. Please provide a copy of the most up to date Unit/District/Division Accounts** (with accompanying explanation if you think this information would be helpful to the Committee deciding about the subsidy).

**Now pass this form to your District Commissioner with 3 stamped envelopes (addressed to your Division Commissioner, the County Treasurer and yourself).**

**To be completed by the District Commissioner**

|  |  |
| --- | --- |
| District |  |
| District Commissioner’s comments |  |

Signature: Date:

**Now pass this form to the Division Commissioner**

|  |  |
| --- | --- |
| Division |  |
| Division Commissioner’s comments |  |

Signature: Date:

**Now pass this form to the County Treasurer at The Trefoil Centre**

# Guidelines

1. Please note that it is not possible for the County to consider retrospective applications.

Applications are considered on a quarterly basis. Forms should be submitted **by 31st March, 30th June, 30th September or 31st December** for consideration by the County Subsidies Committee in the fortnight following these dates.

**N.B. In the case of emergencies, forms may be submitted to the County** **Treasurer at The Trefoil Centre, marked “EMERGENCY”.**

1. Each application is taken on its own merits.

Remember that the funds are limited, but we aim to help. The County does give subsidies for equipment, uniform, training etc, and there are some monies earmarked for assisting with camps and holidays.

1. The more information you can provide, the easier it is for the application to be processed.
2. Personal applications from Leaders who do not wish to apply through the usual channels may be sent direct to the County Treasurer. These applications are likely to be of a sensitive nature and will be treated with the utmost confidentiality.
3. If you receive a subsidy for equipment or uniform you will need to supply proof of purchase to the County Treasurer.

If you receive a subsidy for an event/visit/travel, please submit a short report afterwards to the County Treasurer.

1. When the form has been completed, send it, with any relevant documentation, to your District Commissioner.

Please enclose 3 stamped envelopes (addressed to your Division Commissioner, the County Treasurer and yourself).

**To be completed by the County Treasurer:**

|  |  |
| --- | --- |
| Received at County on |  |
| Application  | Granted/ Not granted |
| Amount of County contribution |  |
| Applicant notified via |  |
| Date |  |

Form last updated: May 2018