**Individual Grant Application Form**

An individual application can be made a maximum of twice in any calendar year. Please see the process information further down the form to assist with your application.

A unit Leader should complete this application to request a Helping Hands Grant on behalf of a young member or herself.

Those applying for an international trips grant should complete the form themselves but give contact details for a parent / guardian if under 18.

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| Main Contact for the application |  | Membership Number (or state parent / guardian if for an international trips grant for an under 18) |  |
| Email address |  | Tel No. |  |
|  |
| Name of the member the grant is for |  | Membership Number of the member the grant is for |  |
| Unit |  |
| Division |  |

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| Please give a description of the reason for this application and what the grant will be used for. Please give as much detail as you can. Please include details of any other grants you have applied for and / or any fundraising done. For international trips, please include the total cost of the trip, what you hope to get out of it and how you will use the experience to benefit local guiding. |
|  |
| Grant amount requested |  | Does your unit claim Gift Aid? (put N/a if this is for an international trips grant) |  |

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| I confirm the details given above are true and correct and that I understand that knowingly making a false application would be a breach of the Girlguiding Code of Conduct. |
| Signed |  | Date |  |

When submitting this application for a Helping Hands Grant, please send a copy of the Unit’s last year’s annual accounts summary (signed by an independent verifier) and a copy of your latest bank statement. (This is not required for an international trips grant.)

Applications should be completed electronically and emailed to your Division Commissioner and treasurer@girlguidingleeds.org.uk

Applications can be submitted at any time of the year. There are no specific deadlines.

**Process to follow when making an application for a Helping Hands grant for an individual:**

Step 1: have a discussion with the parent to see if a more flexible approach to making payments would enable them to cover the costs (or part of them). If not then consider whether the unit can help.

Step 2: consider whether you have sufficient money in unit funds to allow the young member to take part / provide uniform for her to use while she is a member without any further income

Step 3: if you are not already claiming it, would claiming gift aid mean that you could support the young member? See the guidance on the Girlguiding website for how to do this and ask your commissioner for help with setting it up if needed. If the unit still don't have funds to support then approach division for help.

Step 4: Complete the individual application form and send this to your division commissioner (confirming that you have completed steps 1 to 3). If the division have funds available then the division team will consider the application and provide a grant if appropriate. If the division do not have funds available then they will pass the form straight to county along with a justification of why the division can't support.

**Process to follow for an application for a leader**

Costs for leaders to take part in unit events or other leader expenses should generally be considered as a cost to the unit so would follow the process for a unit application. If a leader is taking part in a larger event (such as an international trip) or wants to undertake a training which has a significant cost then she can apply for a personal grant towards this.

Step 1: consider who will benefit from you taking part in this opportunity. Will you use the experience gained from the trip or the qualification or knowledge from the training in your unit? What about within the division and within the county? If only your unit will benefit then review your budget to decide whether you can claim some or all of the cost from the unit. If both your unit and a wider area will benefit then consider both what funds are available at unit level and also what proportion it would be reasonable to claim. If your unit won't benefit then it is unlikely to be appropriate to use any unit funds. Division, county and region can all be approached whether there is a direct benefit to them or not as all have teams in place to review applications.

Step 2: investigate other sources of grants and plan what fundraising you can do (speak to your division commissioner or contact treasurer@girlguidingleeds.org.uk for advice and help with this)

Step 3: submit the form to division including the outcomes of steps 1 & 2 (for step 2 this could be your plans and what you have applied for if you can't wait for this to be completed). Division team to review if funds are available or commissioner to pass straight to county with justification if not. If division are supporting but not covering full cost either because they can't afford to or don't feel it's appropriate to do so then they will pass the form to county with details of contribution to be made with reasons.

**Process to follow for a young member selected to take part in an international trip**

Please refer to the international trips grants policy while completing this form.

Step 1: investigate other sources of grants and plan what fundraising you can do (speak to your division commissioner and the trip organiser for advice and help with this).

Step 2: submit the form to division including the outcomes of step1 (this could be your plans and what you have applied for if you can't wait for this to be completed). Division team to review if funds are available at a division level or commissioner to pass straight to county with justification if not. If division are supporting but not covering full cost either because they can't afford to or don't feel it's appropriate to do so then they will pass the form to county with details of contribution to be made with reasons.

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| **For County use only:** |
| Unit accounts submitted? |  | Unit bank statement submitted? |  |
| Unit balance at year end |  | Gift Aid support required? |  |
| Division balance at year end |  |  |  |
| **Grant details** |
| Amount of grant awarded |  | Date grant paid to unit |  |
| If no grant was awarded, please give brief reasoning |  |