



WE DISCOVER, WE GROW

Girlguiding

Application for the Starting a New Unit Grant

Please read these guidelines carefully before completing the application form.

The Starting a New Unit Grant is available to help new units operate in their first six months and covers essential items only. Please fill in the form and make sure your Commissioner signs it too.



You must apply for the grant within **90 days** of the unit's 'formed date' on Go! (your unit's first meeting). This will ensure that the grant is calculated according to the best estimate of the number of girls that will be in the new unit on opening. Applications received after this time cannot be processed.



Member details **must** have been added to your unit's details on Go! and Join Us when you apply. These include members who are active, active-pending or waiting-to-join. **Units with incomplete details on Go! or with details that differ from what has been stated in the application form will not be processed.**



You do not need to have set up the unit bank account to apply for the grant - if necessary, funds can be paid into a District/Division account.

- You must not claim for items already funded by other grants (eg Trefoil Guild*).
- On the resource list a maximum amount is specified for some items, based on a realistic assessment of their costs. Where no maximum amount is specified, please calculate costs according to the number of girls/young women starting out in the new unit. **You can apply for up to £250 for the first month's rent plus any venue deposit required, and a maximum of £250 for other start-up costs.**
- We cannot fund for more than the suggested maximum recommended number of girls in a unit. See *The Guiding Manual* for details.



We will contact you six months after your grant has been approved to find out how your grant has been spent.

**The Trefoil Guild Starter Pack is compatible with this grant: you may apply for both provided you do not claim twice for the same item(s).*

We aim to process your application within 28 days.

Items covered by the grant

Please refer to the resource list (page 4) for items that can be paid for by your grant.

Applications will be considered for:

- first aid accessories/kits
- equipment to aid the unit's administration process
- Promise badges for Leaders and girls (**the grant cannot be used to buy any other badges or certificates**)
- age-appropriate set-up equipment, such as craft materials, stationery, paper, card, pens etc. A maximum of £10 per girl can be applied for. Please provide a breakdown of items needed
- programme and support resources, such as *Brownie Adventures* and the *G File*. Refer to the Resources pages in the *Guiding Essentials* catalogue for items to consider
- guiding uniform and training costs for Leaders
- your first month's rent and venue deposit (up to £250). Grants cannot be made for rent/venue deposits unless an invoice or receipt is submitted at the time of application. If the charge has not yet been invoiced, a draft invoice or written statement from the venue owner (or relevant person) will be accepted.

Items not covered by the grant

It does not cover:

- Girlguiding annual membership subscriptions or other local membership subscriptions, as these are considered running costs
- guiding uniform for girls or young women (including County badges and so on), except in the case of Young Leaders helping with the unit. Their uniform can be included in the allowance for Leaders' uniform
- other items considered non-essential for the initial running of the programme, such as welcome bags, birthday cards, digital cameras, laminators, IT equipment, flags or flag items, and dolls
- training costs, with the exception of training required for adult Leaders to complete the Leadership Qualification, 1st Response/equivalent first aid training and programme training offered locally
- items which are not necessary within the first few months (these should be budgeted for within the weekly or termly unit subs)
- single items which account for a large proportion of an allowance, such as parachutes, camping or holiday equipment.

Other items requested will be assessed on an individual basis, considering what the unit needs in order to start running its programme and the total amount being claimed.

Addresses

Once you have filled in the form and got it signed by your local Commissioner, either she or you should return all documents, by email or post, to the relevant address for your Country or Region. It may be useful - especially in case there are queries - to retain a copy of the application form, resource list and funding plan for your records.

Girlguiding Anglia

7 Great Hautbois Road
Coltishall
Norwich
Norfolk NR12 7JN
Email: angliahq@girlguiding-anglia.org.uk

Girlguiding Midlands

21 Lower Church Street
Ashby-de-la-Zouch
Leicestershire LE65 1AB
Email: midlands.headoffice@girlguiding.org.uk

Girlguiding North East England

7 Alpha Court
Monks Cross Drive
Huntington
York YO32 9WN
Email: info@girlguidingnortheast.org.uk

Girlguiding North West England

Guiding Road
Preston PR2 5PD
Email: northwesthq@girlguiding.org.uk

Girlguiding South West England

St Ann's Manor
6-8 St Ann Street
Salisbury
Wiltshire SP1 2DN
Email: swehq@ggswe.org.uk

Girlguiding Ulster

Lorne House
Station Road
Craigavad
Holywood
County Down BT18 0BP
Email: claireflowers@girlguidingulster.org.uk

Girlguiding Cymru (Girlguiding Wales)

Broneirion
Llandinam
Powys SY17 5DE
Email: waleshq@girlguiding.org.uk

Girlguiding Scotland

16 Coates Crescent
Edinburgh EH3 7AH
Email: administrator@girlguiding-scot.org.uk

Girlguiding London and South East England (LaSER) and Girlguiding BGIFC

Quality, Information and Compliance
17-19 Buckingham Palace Road
London SW1W 0PT
Email: grantsandfunds@girlguiding.org.uk

Application form for the Starting a New Unit Grant

FOR COMPLETION BY THE APPLICANT in consultation with any other Leader in your team and your Commissioner.

Name of unit:	
Unit registration number/unit level number (from Go!):	
Expected opening date/time of year:	
Leader's name:	Registration number:
Name of unit to which cheques should be made payable if grant application is successful (or District/Division if the unit has no bank account):	
Postcode of unit meeting place:	
Why are you starting a new unit? (Please tick all that apply)	
<input type="checkbox"/> There are no units in an area where there is demand or potential demand from girls.	
<input type="checkbox"/> All local units are full and have lists of girls waiting to join.	
<input type="checkbox"/> A new community has opened up with lots of families moving in at the same time.	
<input type="checkbox"/> Other (please specify) _____	
Are you reopening a unit which has been made inactive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when was the unit made inactive?	
Why was the unit made inactive?	
Were you or any of the Leadership Team involved with the unit when it was active?	
If yes, please state how:	
How many current members, if any, were also members of the inactive unit?	
On a separate sheet, please list all funds and resources remaining from the inactive unit.	
Approximately how many girls will your unit open with? (You should base this figure on the number of girls who have registered, are on joining lists or have expressed a definite interest in attending.)	
What other funding have you applied for? (Please specify sources and amounts.)	

Resource list

Complete the resource list based on the number of girls currently attending the unit on a regular basis and who are registered on Go!. We regret that we cannot fund for girls who will join the unit after this time, as these are considered running costs and not start-up costs.

How many girls/young women are active in the unit? (Please note: for a girl to be considered 'active', she must have a record on Go!.)
How many girls are on the waiting-to-join/waiting-to-transfer list?
How many active adult Leaders/Young Leaders/Unit Helpers are there? (For an adult to be considered 'active', she must be on Go!.)

General items		Request in £
First aid kit	Max £25	
Resources for Leaders	Promise badges (one per Leader)	
Resources for members	Promise badges (one per girl)	
Age-appropriate equipment	Craft/activity items (max £10 per girl)	
	Games (please attach details)	
	Other (please attach details)	
Girlguiding programme/ support resources		
Leaders' uniform	Max £20 per Leader	
Training costs	Leadership Qualification, 1st Response and/or local programme training only	
Administration costs	Max £20	
Section total	Total max £250	

Rent/venue deposit		
Deposit for venue	Receipt/invoice to be submitted	
First month's rent for venue	Receipt/invoice to be submitted	
Section total	Total max £250	

Total funding requested		
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Note: Please ensure that the total does not exceed £500 and that you are claiming only what is necessary.

Funding plan template

All units are required to be self-sustainable. Please complete this draft funding plan template (or attach your own version) to show how you expect to fund unit activities, rent, resources and so on over the first year.

EXPECTED INCOME

Source	Amount
Subscriptions	
Joining fees for girls (to cover initial resources and annual subscription in February)	
Contributions towards activities/events/outings	
Donations	
Grants	
Fundraising (please provide details on separate sheet)	
Total expected income:	

EXPECTED COSTS

Source	Amount
Annual subscription (February)	
Rent and storage	
Venue deposit (first year only)	
Activities/events/outing payments	
Programme resources	
Badges and certificates	
Girls' resources, eg welcome bags	
Stationery and expenses for activities in unit meetings	
Admin costs (stamps, forms and so on)	
Training for adults and Young Leaders	
Total expected outgoings:	

FOR COMPLETION BY THE APPLICANT

I, _____, confirm that, if granted, the monies will be used for the stated purpose as allocated, or returned to Girlguiding within six months of the date of issue.

Signed: _____ Date: _____

Checklist for returning your form

Please check this list before submitting this form.

- Your unit is registered on Go! as an active unit.
- Your application is made within 90 days of your unit's first meeting.
- All details of members, including those who are active, active-pending or waiting-to-join, are registered under the unit on Go!.
- You have listed a breakdown of items for your age-appropriate set-up equipment.
- If requesting rent/venue deposit, you have submitted written confirmation of the amounts, such as an invoice or a letter.
- You have kept receipts for items purchased, rent etc, as these will be needed for your accounts. In addition, six months after your grant has been approved, you will be asked for details of how the grant has been spent.
- You have kept a copy of your form for reference.

FOR COMPLETION BY THE LOCAL COMMISSIONER

Please note that if you are related to the applicant you should pass this on to your next-level Commissioner for completion.

Commissioner registration number:
Does your District, Division, County, Country/Region provide funding for new units? If so, how much would usually be made available?

I, _____, have checked this application, support it and can confirm that:

- there is evidence of need for this unit *and*
- the application details are accurate *and*
- I will ensure that this funding is used for the purpose stated *and*
- I am not related to the applicant.

Signed: _____ Date: _____

NB: For electronic applications, an electronic signature must be used.