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Description automatically generated**Girlguiding West Mercia county**

**Making adventure possible grant.**

**Application criteria.**

## Who can apply: A leader or an adult member on behalf of an individual young member (4 – 18 years old), or for themselves.

**Young member application:** A leader/adult member can apply to the fund on behalf of an individual who they feel would not be able to participate in an event without financial help and would therefore benefit from financial assistance. E.g., a residential event, activity day or training opportunity.

## Applications will not be considered for:

* Uniform, subscriptions, day to day guiding expenses
* Group applications
* More than one application per member per rolling 12 months
* Members whose main role is outside of the county

## Applications criteria:

* Applications should be submitted for an event or activity at least eight weeks in the future. Applications received within less than eight weeks should clearly state the reason for the late request and will be reviewed at the discretion of the finance committee.
* Maximum of £100 grant can be applied for per rolling 12-month period for international trips
* Maximum of £50 grant can be applied for per rolling 12 month for uk trips/events.
* Amount of grant being applied for should be less than the full cost being charged for the event.
* Full details of the event and anticipated costs must be included with all applications; including how many in unit/district/division will be attending event along with information about each contribution from parents, unit, division and other sources.
* Commissioners countersigning an application must not hold a role within the unit of the applicant. Any conflicts should be passed to the next level commissioner e.g., district commissioner must pass it to the division commissioner.
* Payments will only be made to the unit or other designated Girlguiding bank account and not to individuals.

## Amount available:

An amount each year is allocated to the fund and any applications will be treated on an individual basis. The fund will run until utilised in that year.

Applications will be confidential and authorised by members of Girlguiding

West Mercia finance committee.

**Please note** division commissioners will be informed of applications

## Applications must have a clear signature (if submitting a paper application) or a clear email chain stating commissioner approval for the application.

Completed application forms, and additional documentation, to be emailed to treasurer@girlguiding-westmercia.org.uk or posted to Girlguiding West Mercia. Mercia Point. Hordern Road. Tettenhall. WV6 0HT

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| A logo on a blue background  Description automatically generated  **Making adventure possible –**  **Application form** | | | |
| **Name of individual** for whom application is being made: |  | Membership number: |  |
| **Member name** making the application and signature |  | Membership number: |  |
| **Commissioner** name and signature |  | Membership number: |  |
| **Unit** name,  division  and  level number |  | Email address:  Tel. no: |  |
| Total cost to attend the event | £ | | |
| **Amount requested** | £ | | |
| Other funding received.  Please list all parents/carers/Girlguiding levels/ donations providing funding |  | | |
| Description of the event the funding is being requested for, including breakdown of all costs and number of participants by adults/girls: | | Date/s of event:  Address of event: | |
|  | |  | |
| Have you applied for any other support towards the cost of the trip? If yes, please provide details. | | | |
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| Please include the reasons why you are requesting this financial support? | | | |
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| Why do you think the nominee would benefit from our support? | | | |
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| Has the nominee received funding from the MAP fund previously? If yes, please provide details. | | | |
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