



Essex West County Grants

Essex West is committed to supporting volunteers and girls to make the most of their experience in Girlguiding within Essex West. We have different funds available which enables us to offer grants to those who would like some financial support. To apply for financial support please complete the grant application form and forward this back to Essex West's Treasurer who will ensure that the grant is brought before the business and finance sub group for approval.

Submissions may be given special approval outside of the normal approval process subject to circumstances in line with the terms of reference with the group.

If you are requiring financial support in the form of a loan, please send details to Essex West Treasurer who will in turn with the Executive consider the applications and the terms attached to the offer of a loan.

All Essex West grants are subject to Funds being available and can be withdrawn by the Executive at any time.

Grants available

Empowerment Grant

The fund is set up to offer grants that are intended to be used to support local guiding in a way that extends the experience for girls and their leaders in Essex West County.

Examples are: Leaders wanting to complete new licences such as Pack Holiday, Camping, Sleepover; new or special activities for the girls to take part in.

Individual, Unit, District and Division applications will be considered. When submitting your application please consider the limits attached to the grant as all applications will be subject to these limits.

Applications requesting support for County events will only be considered if presented by an Individual, Unit, District or Division; no funds will be given directly to the County team from this Fund.

Awarding of the grant will not be automatic; a decision will be made in relation to the strength and clarity of your supporting statement, your activity budget and its pertinence to local guiding within Essex West County.

International Fund

The fund is set up to offer grants that are intended to be used to support Essex West volunteers who are embarking on an international trip either with Region, County,

GOLD, ICE, Unit, District or Division. Members joining other County trips or Girlguiding international trips will need to apply and seek special approval based on the trip.

Individual, Unit, District and Division applications will be considered. When submitting your application please consider the limits attached to the grant as all applications will be subject to these limits.

For girls attending a Region International trip who have been through International selection will automatically receive a 10% grant from County towards the cost of their trip.

For leaders attending a Region International trip who have been selected by Region will automatically receive a 20% grant from County towards the cost of their trip.

Applications requesting support for County International events will only be considered if presented by an Individual, Unit, District or Division; no funds will be given directly to the County team from this Fund.

Awarding of the grant will not be automatic; a decision will be made in relation to the strength and clarity of your supporting statement, your activity budget and its pertinence to local guiding within Essex West County.

Applications for Adhoc Region Grants

On occasion Region will pass Funds to counties to be used to support specific activities or initiatives. Should you wish to apply for one of these Funds please email the County Treasurer first, who can then advise the Funds currently available. The grant application form is still the same form that will need to be completed for consideration of financial support from a Region Grant Fund.

Hardship or Financial Support for girls

Although County does not have a specific fund for financial support in these circumstances, please submit the grant application with as much information as possible so the application can be assessed. In this circumstances the limits listed below will not apply and B&FSG will make a recommendation on the appropriate level of funding available. For more information or discuss such matters in more detail before submitting an application please email the County Treasurer on finance@girlguidingessexwest.org.uk

These guidance notes should be read prior to completing the application form.

Applying for a grant

- Download your application form from the County website www.girlguidingsexwest.org.uk or contact the County office.
- Applications will be considered once per term in the guiding year by the Business and Finance sub-group (B&FSG)
- Grant applications should be submitted, before 12 noon, on the final date for applications by post to the County Office (details on application form) or by email to finance@girlguidingsexwest.org.uk . Late submissions will be automatically forwarded to the next date.
- The B&FSG will not consider any application which are retrospective to the trip, so please ensure you allow plenty of time before submitting your application.

Application timetable

31 December
31 March
31 June
31 August

- The application form should be submitted in full and be accompanied by a copy of your activity budget. Forms not meeting these criteria will not be considered.
- Keep a copy of your submitted documents as these will not be returned.

Supporting Statements

- ✓ Be clear about the activity and how it will enhance the guiding experience for the girls
- ✓ Properly research the activity and consider the risks
- ✓ Give as much detail as you can
- ✓ Tell us how you have raised funds yourself to finance this activity
- ✓ Give details of any other funders who have contributed to this activity.
- ✓ Tell us how much you are requesting the grant to be, consider this request with the table below in mind:

Grant funding

Cost of activity	Maximum percentage of grant
Up to £500	5%
£501 to £1000	10%
More than £1,001	15%

Please note these are maximum percentages and not all applications may receive the full amount – these percentages are applied to the value of the activity on the grant form.

Activity Budgets

- ✓ These are important as they will indicate if you are likely to be able to fund your activity.
- ✓ The budget is a key feature as it identifies your financial need and will provide the basis for your application.
- ✓ Carefully cost all of the expenditure involved with the activity
- ✓ Ask for help if you need it.
- ✓ Do not reduce the budget just because it looks too high! If that really is the cost then that is the amount you need.
- ✓ Do not advertise a price until you have established your budget, you cannot change a price because you did not do your homework!
- ✓ Set deadlines for payment and keep to them.
- ✓ Keep records of payments specific to your activity.
- ✓ If you do have a problem with the budget contact your District Commissioner or the B&FSG via County Office, do not wait until you are in financial trouble.

Awarding of Grants

In the first instance your application will be checked and will contact you if further evidence is required. Applications will be considered once per term by the B&FSG. Following the meeting you will be contacted within three weeks by, who will inform you of the decision of the group.

Successful applications will receive the funds by BACS from the County Treasurer.

Essex West are committed to encouraging everyone to take part in various activities, so it is good to see reports or updates from trips that these grants have helped to support. Please submit details of how your event went with any pictures to the

County Office on office@girlguidingsexsexwest.org.uk so that they can be included in the next e-bulletin, on the website or social media.