**GUIDELINES FOR COUNTY GRANT AID**

1. Cornwall Trefoil Guild is happy to consider Grant Aid applications depending on the availability of its funds. Application should be made, preferably by email, to the County Chair [trefoilguild@girlguidingcornwall.org.uk](mailto:trefoilguild@girlguidingcornwall.org.uk)
2. The purpose is to assist a Guide, Ranger or Young Volunteer, in Girlguiding Cornwall (up to their 30th birthday), to attend special events and trips at home or abroad, approved and organised by Girlguiding Cornwall, South West England or the Association, especially when the participant has been selected.
3. Grant Aid for Unit/District/Division trips at home or abroad would not usually be considered, however if an individual has a particular hardship, then help may be considered at the County’s discretion.
4. Grant Aid will be given for up to £50 in normal circumstances, or up to £100 if selected for their trip, however every application will be considered on its own merits.
5. Applications will be considered at a County Executive meeting for approval, but if the application arrives between a meeting and the event, then the County gives the Chair the right to approve a grant at her own discretion, after consultation with either the President or the Treasurer.
6. If the event is cancelled or the candidate withdraws, for whatever reason, the grant must be returned within 6 months.
7. These Guidelines will be reviewed biannually by a subcommittee nominated by the Chair.

**MAKING AN APPLICATION FOR A GRANT**

Eligible members who would like to apply for a grant must write a personal letter of application, which should provide full details of the project, activity or event that the grant is being sought for, the total cost of the activity or event and the reason why a grant is being sought.

For eligible members under 18 years who wish to apply for a grant, please ask your unit leader to write a recommendation or an endorsement for the grant being applied for.

Please send your letter of application, your unit leader’s recommendation (if appropriate) and the completed application form to [trefoilguild@girlguidingcornwall.org.uk](mailto:trefoilguild@girlguidingcornwall.org.uk)

To be completed by the Applicant

Telephone (inc. code)

Email address

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
|  |  |
|  |  |

Guiding Membership number

Unit

District/Division

Current Guiding role

**Outline Details of the Event**

Event name

Dates

Venue

Approximate cost

**Bank Details**

The preferred method for paying your grant is directly into your bank account via BACS. Please complete the bank details below to enable your payment to be made in this way.

**Please supply the following details for each application: -**

Name of Bank Business or Personal account

Account in the Name of (please print)

Sort Code Bank Account number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Applicants signature Date