



# COUNTY GRANT SCHEME

## 1. INTRODUCTION

The London South West county executive committee (county exec) has set up a limited grant fund to help enable girls in the county to participate in girlguiding activities and to develop their potential. This document describes the principles and management of that fund.

The fund is intended to help those members in disadvantaged financial circumstances or where the nature of trip or event is particularly expensive.

The grant scheme recognises the contributions made by Barbara Grey and Stella Cunliffe in providing funds towards these grants.

## 2. GRANTS WILL BE AWARDED IN THE FOLLOWING CATEGORIES

### 1. International guiding opportunities:

- Available to all county members travelling abroad on a girlguiding trip.
- The trip should include a planned interaction with another WAGGGS organisation &/or some form of service element.
- The applicants should be involved in their own fund raising, to at least twice the value of the grant

### 2. Assistance in attending residential/camp or unit activity:

- Available to county members who are subject to financial hardship (see appendix 1) which might otherwise preclude them from going away with their unit.

- The need for support should initially be identified by the unit leadership team who should then review with it their district. Should the unit and district not be able to offer sufficient support, an application should be raised.
- The application should be supported with information from unit leader giving cost details, circumstances why help is needed and whether any unit, district or other contribution is being made.

### 3. Assistance for uniforms

- Available to county members who are subject to financial hardship (see appendix 1) which prevents them from getting a uniform.
- Application to be supported with information from unit leader giving cost details, circumstances why help is needed and whether any unit, district or other contribution is being made.

All grants are subject to sufficient funds being available; where multiple applications are received, grants will be given priority based on:

- Personal circumstances of the applicant.
- Any support that is being given by the unit or district
- Relevance of the activity to the girlguiding ethos.
- Previous county grants awarded.

## 3. FINANCIAL LIMITS

### 1. Funding

The Initial size of the grant fund will be:-

- International trips – £1,200 balance c/f from 2018
  - £1,500 allocated by county exec each year
- Going away – £453 from Barbara Grey fund (fund now closed)
- Uniform – £500 from Stella Cunliffe fund (fund now closed)

### 2. Annual spend

The annual spend for each kind of grant should not exceed the following without the approval of the county executive: -

- International trips - £2,500 pa
- Going away - £500 pa
- Uniform - £100 pa

### 3. Grants

Because of the availability of funds, grants will be limited: -

- International trips
  - Maximum of 10% of the cost of the trip or £400 whichever is smaller
  - Girls must be involved in their own fund raising to twice the level of the grant
- Going Away
  - Maximum of 50% of the cost of the trip or £40 whichever is smaller
- Uniform
  - Maximum of 1 item per person
  - Applicants will be encouraged to buy the uniforms through the LSW shop.

## 4. PROCESS

### Management

1. The grants board is an organisation set up by the county exec set up in order to administer grants on behalf of the county exec.
2. The grants board will comprise; the county treasurer as chair, the international adviser, one other co-opted member and one member aged 18-30. The membership of the grant board will be appointed by the executive committee and can be reviewed by that committee at any time.

3. The grants board will meet at least once a year to review international grants but, if necessary they will use email and phone to ensure that there is a minimum delay for uniform and going away grants
4. The grants board needs a quorum of 3 to make any decision.
5. The grants board will report on grants awarded, spend against budget and on the balance left in the fund, to the county exec twice a year.
6. This process and the funding of grants will be reviewed by the county exec every two years.

## **Financial**

7. Each year the county exec will budget funds to be transferred into the grants fund in the following year.
8. Grants will be administered and awarded by the grants board subject to the financial limits set out in section 3 above.
9. In the event that the grants board wishes to exceed any of these limits, that must be endorsed by the executive committee.
10. Any money not used in any financial year will be retained in a reserve fund for potential use in future years (NB should the reserve fund grow large the executive committee may elect to budget less money to grants during the following year.)

## **Applications**

11. An application to the fund consists of the following: -
  - a. An application form completed and signed by the applicant (or their parent / carer if under 12 or have a learning difficulty or disability)
  - b. An accompanying letter/email from their unit leader, approved by their district commissioner, explaining circumstances of the application.

12. Applications should be submitted to the grants board as soon as possible and an application for an international grant must be submitted the year before the trip.
13. The grants board will consider the merits of all applications received against available funds and any past grants and will award accordingly. They will notify all applicants/unit leaders/DCs of the success or not of their applications.
14. If the grants board is unable to meet a resolution on any application the executive committee will be invited provide a final decision.
15. If any application to the grants committee are disputed these disputes should be sent in writing to the county commissioner who will investigate and present to the executive committee for a final decision.
16. If applicants are awarded funds and do not take part in the activity all monies must be returned to the fund as soon as possible.
17. The applicant will normally be expected to report back to the grants board after the event either in person or by letter

## **Promotion**

18. The availability of grants will be advertised through the county web-site and from time to time in the county newsletter.

Approved: London South West county executive committee

Date: 17<sup>th</sup> September 2019

This is a new area for us and any advice on how to improve these guidelines will be most welcome. We do not think the issue is simply how little money the family have, what we're trying to is help a girl to go away where lack of sufficient money is stopping them. We have limited funds and want to make the best use of them. So at the moment no hard and fast rules, more some indicators: -

1. To your knowledge is the family on any form of benefits
2. Family background - single/unemployed parents, number of siblings etc.
3. Has she been away with the unit before?
4. If so, how often / how long ago?
5. Does the unit offer low price events from time to time?
6. Is the unit/district offering support?