**Example application – General division volunteer recruitment activties**

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| **1. To be eligible for funding, accounts must not be overdue. We will verify this with your county commissioner. If your accounts were overdue as of 1 September 2025, your application will be rejected.****Have the most recently due set of accounts been completed?**Yes, our accounts are up to date |
| **2. Your full name**Girlguiding Member |
| **3. Your email address**OurTownDivision@email.com |
| **4. Your membership number**12345678 |
| **5. Funding can only be used between January 2026 and July 2026. Please confirm that the activities or costs you are seeking help with relate to this period only.**I confirm that the funding will be used between January 2026 and July 2026. |
| **6. Are you making this application in the name of a… [unit/district/division]**Division |
| **7. Please give the name of the unit, district, or division you are applying for**OurTown Division |
| **8. Please give the level number of the unit, district, or division named above (You will find the level number on GO)**123456 |
| **9. Does the level you are applying for funding for have its own bank account?**Yes, and we are using it |
| **10. What is the current balance on the account?**£1250 |
| **11. If you have ring-fenced some of the money in the account for a particular purpose, please tell us about that here.**To support units with annual subscription payments, and to buy a new tent for division-wide camps. |
| **12. Please upload the bank statement for the level you are applying for. The statement must be less than three months old and show the account balance, name of the level and date. If you are having issues uploading, please email the statement to** **funding@girlguiding-scot.org.uk****.**Bank statement.pdf |
| **13. If you have not uploaded a bank statement, please tell us why. If you have uploaded a bank statement, please write N/A here.**N/A |
| **14. How many girls do you expect to directly benefit from the funding?**83 |
| **15. How many adults do you expect to directly benefit from the funding?**12 |
| **16. You can apply for £500 of support across up to 3 categories. Please give us a breakdown of how much funding you are requesting across your chosen categories.*** **Meeting place rent (6 months maximum):**
* **Uniform (official guiding uniform only, 1 item per person):**
* **Subscriptions:**
* **Resources (including programme materials, badges, equipment):**
* **Leadership activities including trips for girls:**
* **Training for adults:**
* **Recruitment:** £451.95
* **District or division thanks and recognition:**
* **Total amount requested:** £451.95
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| **17. Please tell us how you plan to spend the funding (Maximum 100 words). If your application covers support for a specific girl or volunteer rather than a whole unit, district, or division, please provide membership numbers in answer to this question. Please refer to the fund guidance notes before answering to improve your chances of being successful.**We will have a stall at Queen Margaret University’s ‘Refreshers Fair’ on 12 February. 3 volunteers will attend: a leader, commissioner, and PRA. We need physical recruitment materials (listed below), which will also be used at 2 local community events in March and April. The funding will make it easier for current volunteers recruit new people.Stall fee - £130Tablecloth - £8GGS table runner - £55Pop-up banner - £55Presentation board - £150GGS button badges x 50 - £33.50Volunteer expenses – 3 x return bus tickets, £5.50 each (£16.50)Student and volunteer leaflets - £3.95 delivery |
| **18. We’re keen to support girl-led guiding. How have girls shaped your request? (E.g. have they told you they want to go on a trip, take part in specific activities, or want particular equipment for the unit? If you’re applying for running costs like rent or membership fees, have parents/carers indicated that they would struggle with costs if fees were to increase? (Maximum 100 words)**Our young members have asked to do more adventurous activities and to go on trips. We do not currently have enough volunteers to comply with Girlguiding Scotland ratios outside the meeting place for all units, and so our girls are missing out on these experiences.Our division has 83 girls waiting to join, and more volunteers would help in welcoming them to guiding, potentially opening more units or being able to increase unit capacity. |
| **19. If we are oversubscribed, we will prioritise levels that haven’t had funding previously and those in financial need. Is there anything else you’d like us to take into account when considering your application? (Maximum 50 words)**We have not previously received funding. This funding will not only support our stall at QMU, but will support recruitment stalls for years to come by giving us a basic setup. This will help us in continuing to reach more young members and adults. |
| **20. I understand that if funding is awarded, we will be required to submit an evaluation form by 31 August 2026 or the funding will need to be returned to Girlguiding Scotland.**I understand. |