**Example application – General thanks and recognition**

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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**  OurTownDistrict@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]**  District |
| **7. Please give the name of the unit, district, or division you are applying for**  OurTown District |
| **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.**  Some of this funding will go towards hiring a bus to PGL, and some is set aside to support units with subscriptions and rent costs if the need arises. We also have a property so hold money in reserve for repairs. |
| **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**](mailto: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?**  0 |
| **15. How many adults do you expect to directly benefit from the funding?**  50 |
| **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:** * **District or division thanks and recognition:** £205 * **Total amount requested:** £205 |
| **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 are hosting an afternoon tea event for our volunteers to thank them for their contribution to Girlguiding. As part of this each volunteer will receive a special personalised gift.  We would like to purchase 50 x Scottish Thank you metal badges at £2.00 each (£100 total) and 50 packets of Birdsfoot Trefoil Wildflower seeds at £2.10 each (£105 total). These will go alongside a card and other goodies for each volunteer to be gifted at the end of the evening. |
| **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 girls have come on leaps and bounds in their confidence and independence, which is hugely down to our unit leaders and helpers. The girls have expressed how much they love spending time with their leaders, and we want to recognise this contribution with a gift and event.  Many of our district volunteers (and a number of girls) help to maintain our local community garden, and many of them are keen gardeners in their own right, so we want this gift to feel personalised to their interests and skills the way they personalise activities to suit the girls. |
| **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’ll use this as an opportunity to generate local press to help boost awareness of guiding in the area and invite more people to volunteer. |
| **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. |