

Before you start

To complete the registration, you will need the following to hand:

- Details of who is to be the main contact
- Details of the trustees of the unit/district/division/county (please see the end of this document for who the trustees should be)
- Completed declarations for all of the trustees (scanned versions):
<https://www.oscr.org.uk/media/beph4nva/trustee-declaration-form.pdf>
- The most recent unit/district/division/county accounts (scanned and signed version)
- The amount of the most recent subscriptions that the girls paid to be in the unit, broken down as:
 - o Girlguiding - £33.00 (annual, 2025 figure)
 - o Girlguiding Scotland - £16.00 (annual, 2025 figure)
 - o Girlguiding County - £ (annual)
 - o Girlguiding Division/District - £ (annual)
 - o Unit running costs - £ (annual)
- A minute confirming that the unit has adopted the Royal Charter as its governing document. There is a template for this at the end of this document. This minute should be signed and scanned, and combined as a document with the Royal Charter (you will need to download a copy of this): <https://www.girlguiding.org.uk/globalassets/docs-and-resources/quality-and-compliance/royal-charter.pdf>

You should also ensure that all trustees have read:

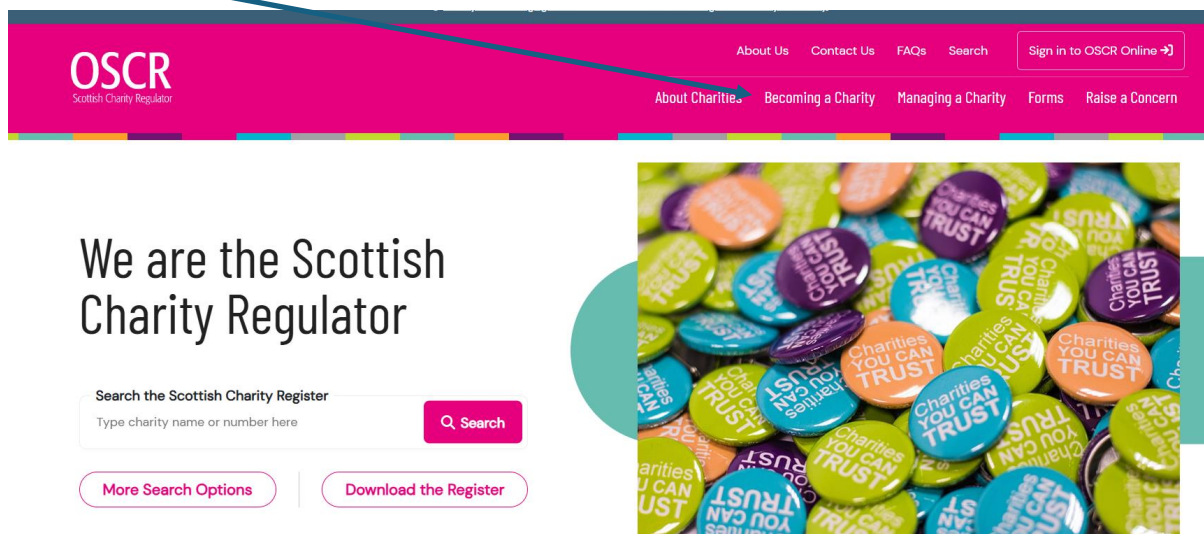
<https://www.oscr.org.uk/managing-a-charity/managing-charity-trustees/guidance-and-good-practice-for-charity-trustees/>

Before you start registering you should make sure that the unit (or other level) is not already registered. The easiest way to do this is to go to www.oscr.org.uk, and click 'Search'. Try entering the name in a variety of different formats to make sure it isn't registered with a slightly different name such as 198b Edinburgh Brownies, 198th B Edinburgh Brownie unit, 198b City of Edinburgh Brownies etc.

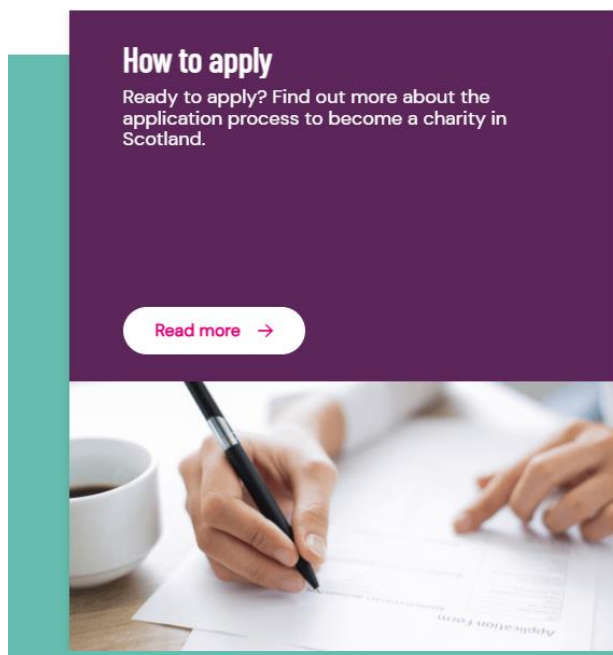
REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

Once you are sure that there definitely isn't already a registration in place select 'Becoming a Charity'.



Scroll down the page and choose 'How to apply':



REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025



You will then be taken to a screen that looks like this. Select 'application form to become a charity':

[Home](#) / [Becoming a Charity](#) / [Preparing for your application: Guidance](#) / Ready to apply?

[Print This Page](#)

[Guidance Search](#)

Ready to apply?

Published: 12/03/2025 Updated: 17/07/2025

If you can successfully answer the questions in our [Preparing for your application](#) section, you are now ready to begin your application to become a charity.

The application form is structured in a way that highlights the information we need to make a decision. If you need help expressing the information in this way, we have guidance on [Being a Charity in Scotland](#) and we recommend that you [get help and advice with your application](#), for example from your [local TSI](#) or [SCVO](#).

How to apply

To apply to become a charity, you must use our online [application form to become a charity](#). You will have to create log in details if you have never applied to become a charity before.

We have [guidance](#) that takes you through the form step by step.

As part of the application, you will need to upload:

- completed and signed [trustee declaration forms](#) for each of the proposed charity trustees
- a draft governing document.

If you are applying to be a SCIO, you must have a minimum of three charity trustees. If you are a cross-border charity, please read our guidance to find out [when an English and Welsh charity needs to register with OSCR](#).

Please note: Our application system automatically deletes applications when there has been no activity for 3 months.

In this Section:

1. Do you need to be a charity?
2. Who will run the charity?
3. Do the charity trustees understand their responsibilities?
4. Where will you get funding from?
5. What activities do you plan to carry out?
6. Where will the charity be based?
7. What assets and ongoing costs might you have?
8. Have you chosen your charity's legal form?
9. Have you written the organisation's charitable purposes?

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

The application form will then open.

If you do not already have an OSCR online account, you will need to create one. To do this you should click on 'To register to set up a new account, click here':



Welcome

Welcome to OSCR's application to become a charity.

- To login to your existing account, click here
- To register to set up a new account, click here.

Note: You only need to set up one account even if you are dealing with multiple applications.

Before you start, make sure you've read the [guidance available on OSCR's website](#) and understand the responsibilities that come with being a Scottish charity should the application be successful. Please read the application questions and guidance notes carefully and answer every question fully. An asterisk(*) after a question means that an answer is mandatory and you must enter a response. If you fail to supply any documents when the form asks for them then your application decision may be delayed or you may not be able to proceed.

Application form FAQs

How long do I have to submit an application?

Once you start an application, you can save the form and come back to it any time within 3 months. Our application system automatically deletes applications when there has been no activity for 3 months.

Does OSCR require a wet signature on the additional documentation?

Some documents, such as the [Trustee Declaration Form](#), require a signature so you will need to send them **after** they have been signed. We will accept a typed name as a signature on the Trustee Declaration Form.

What happens after I submit an application?

Once you submit your application, you will get an automated email to confirm it has been received. Our [Meeting the Charity Test guidance](#) explains how we will come to a decision on your application.

How long will my application take?

Applications will take longer to process if they are complex or we need further information, with some applications taking over 100 days to process. One of the most common reasons for a longer decision is applicants not providing enough information at the first stage. OSCR will contact you when there has been progress made on the application so generally there is not a need to contact OSCR until we have been in touch.

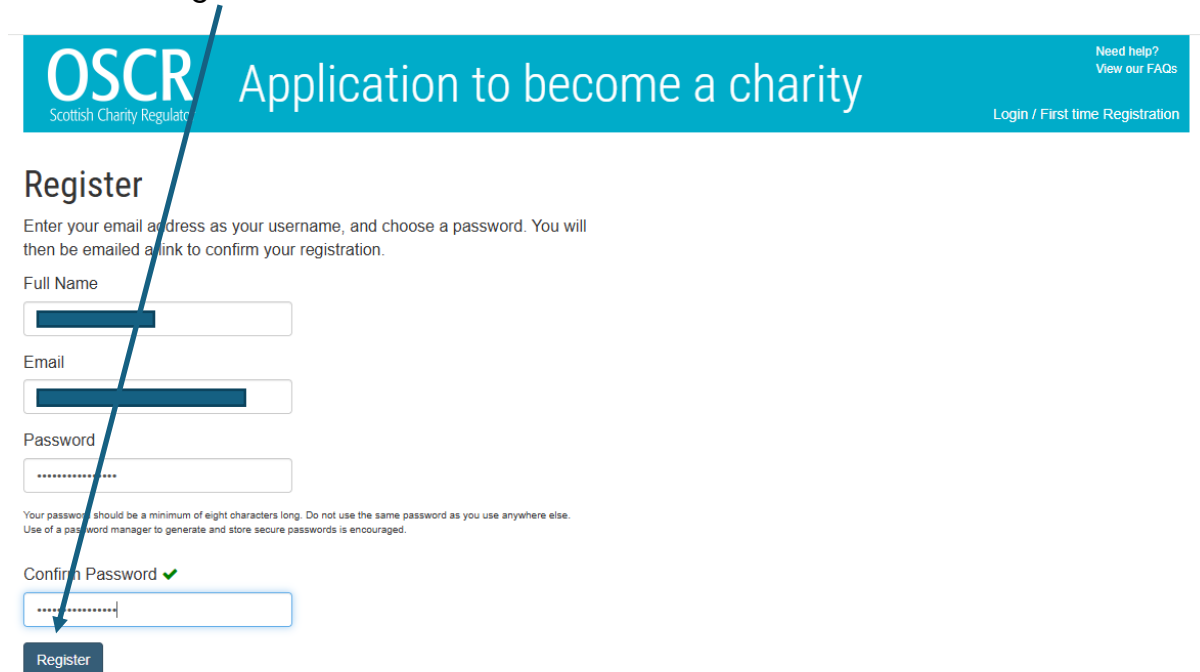
If you already have another account (because you are already a charity user for another unit/district/division/county), log in using that. You can be attached to multiple charities using one login. To do this, click on 'To login to your existing account click here'.

Go to page 6 once you have logged in.

REGISTERING A GUIDING LEVEL AS A CHARITY

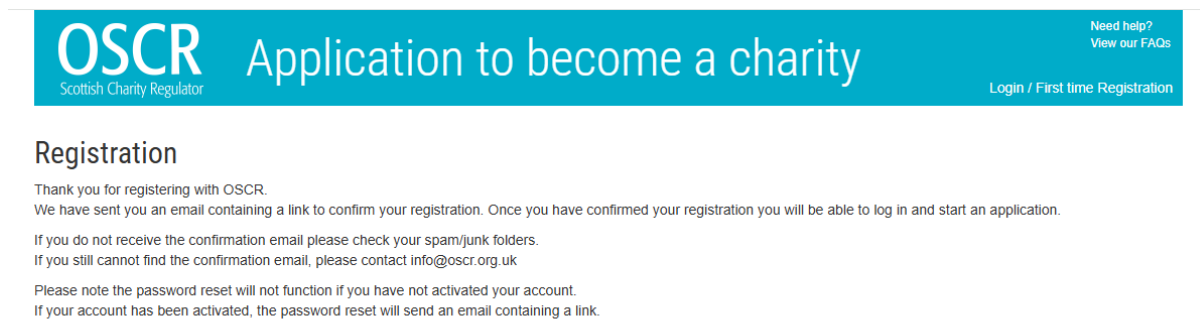
Guidance written: October 2025

The registration for a new account looks like this. Enter the required information and click 'Register':



The screenshot shows the OSCR (Scottish Charity Regulator) registration page. At the top, there is a blue header with the OSCR logo and the text 'Application to become a charity'. On the right side of the header, there are links for 'Need help? View our FAQs' and 'Login / First time Registration'. Below the header, the page is titled 'Register'. A blue arrow points from the text 'Enter the required information' to the registration form. The form includes fields for 'Full Name', 'Email', 'Password', and 'Confirm Password'. The 'Confirm Password' field has a green checkmark next to it. Below the 'Confirm Password' field is a 'Register' button. A note below the password fields states: 'Your password should be a minimum of eight characters long. Do not use the same password as you use anywhere else. Use of a password manager to generate and store secure passwords is encouraged.'

You will then be taken to this page:



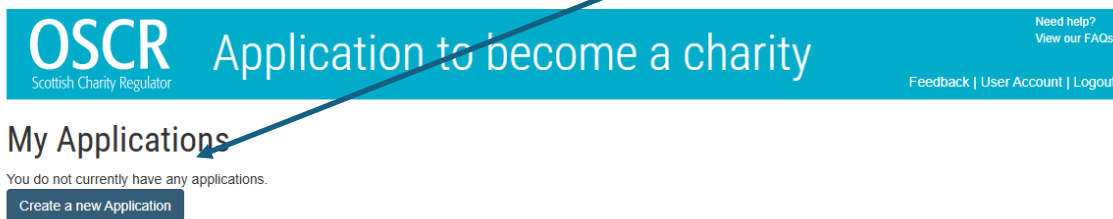
The screenshot shows the OSCR registration confirmation page. At the top, there is a blue header with the OSCR logo and the text 'Application to become a charity'. On the right side of the header, there are links for 'Need help? View our FAQs' and 'Login / First time Registration'. Below the header, the page is titled 'Registration'. The text on the page reads: 'Thank you for registering with OSCR. We have sent you an email containing a link to confirm your registration. Once you have confirmed your registration you will be able to log in and start an application. If you do not receive the confirmation email please check your spam/junk folders. If you still cannot find the confirmation email, please contact info@oscr.org.uk Please note the password reset will not function if you have not activated your account. If your account has been activated, the password reset will send an email containing a link.'

Once you receive the email asking you to confirm your registration, follow the link. This will activate your OSCR online account.

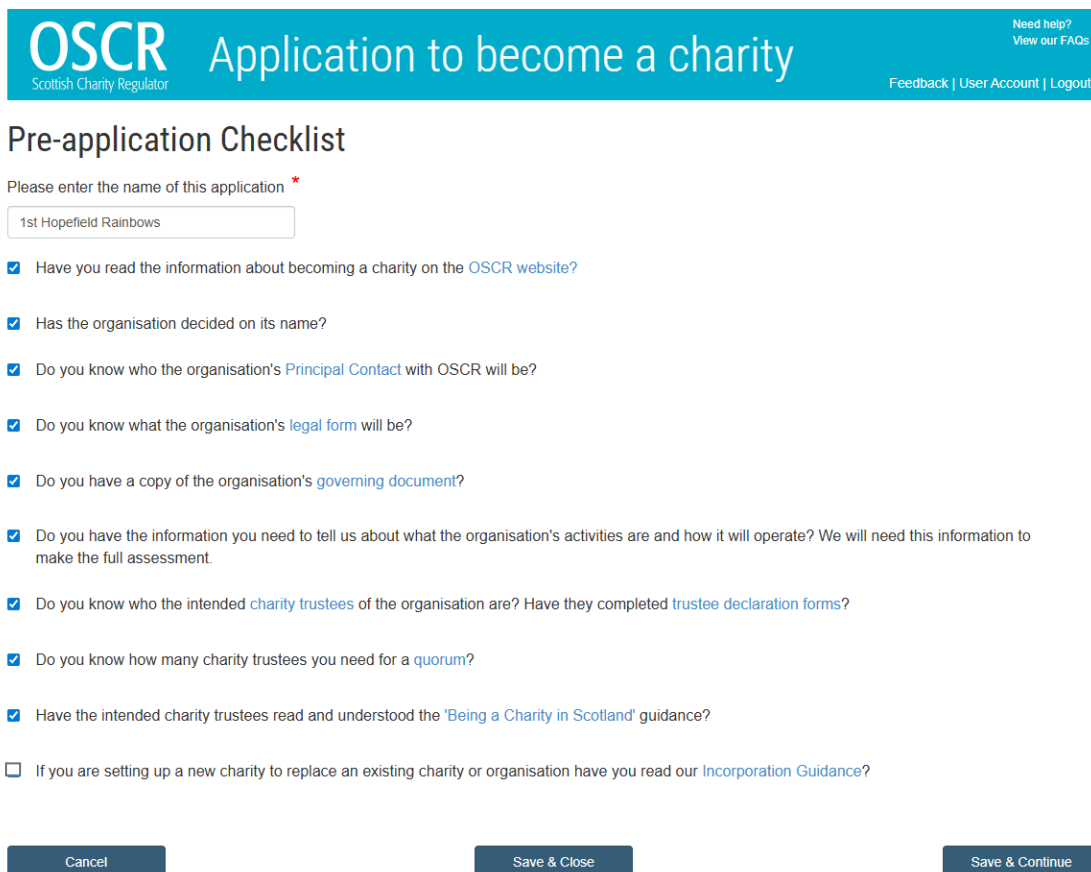
REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

Log into OSCR online and go to 'My Applications'. Click on 'Create a new Application':



The first stage is to complete the 'Pre-application Checklist' shown below. Ensure that the name you enter is how the unit is named on GO and your bank account. If these are different, then use the name as it appears on your bank account (unless this is wrong). Click the boxes, as shown below:



Please enter the name of this application *

1st Hopefield Rainbows

- ☒ Have you read the information about becoming a charity on the [OSCR website](#)?
- ☒ Has the organisation decided on its name?
- ☒ Do you know who the organisation's [Principal Contact](#) with OSCR will be?
- ☒ Do you know what the organisation's [legal form](#) will be?
- ☒ Do you have a copy of the organisation's [governing document](#)?
- ☒ Do you have the information you need to tell us about what the organisation's activities are and how it will operate? We will need this information to make the full assessment.
- ☒ Do you know who the intended [charity trustees](#) of the organisation are? Have they completed [trustee declaration forms](#)?
- ☒ Do you know how many charity trustees you need for a [quorum](#)?
- ☒ Have the intended charity trustees read and understood the '[Being a Charity in Scotland](#)' guidance?
- ☐ If you are setting up a new charity to replace an existing charity or organisation have you read our [Incorporation Guidance](#)?

Cancel Save & Close Save & Continue

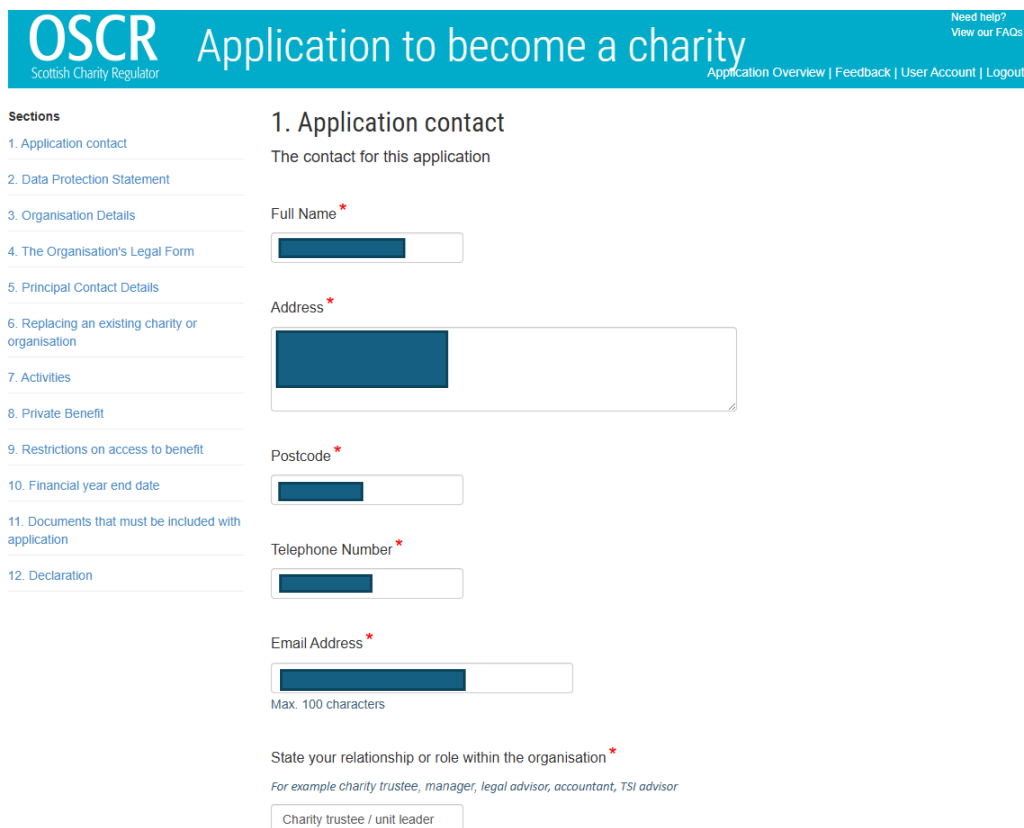
Click 'Save & Continue':

REGISTERING A GUIDING LEVEL AS A CHARITY

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The first part of the application asks for details of the contact for the organisation.

Add in the details of the application contact (whoever is managing the process to register as a charity):



OSCR Scottish Charity Regulator **Application to become a charity** [Need help? View our FAQs](#) [Application Overview](#) | [Feedback](#) | [User Account](#) | [Logout](#)

Sections

- 1. Application contact
- 2. Data Protection Statement
- 3. Organisation Details
- 4. The Organisation's Legal Form
- 5. Principal Contact Details
- 6. Replacing an existing charity or organisation
- 7. Activities
- 8. Private Benefit
- 9. Restrictions on access to benefit
- 10. Financial year end date
- 11. Documents that must be included with application
- 12. Declaration

1. Application contact

The contact for this application

Full Name *

Address *

Postcode *

Telephone Number *

Email Address *

Max. 100 characters

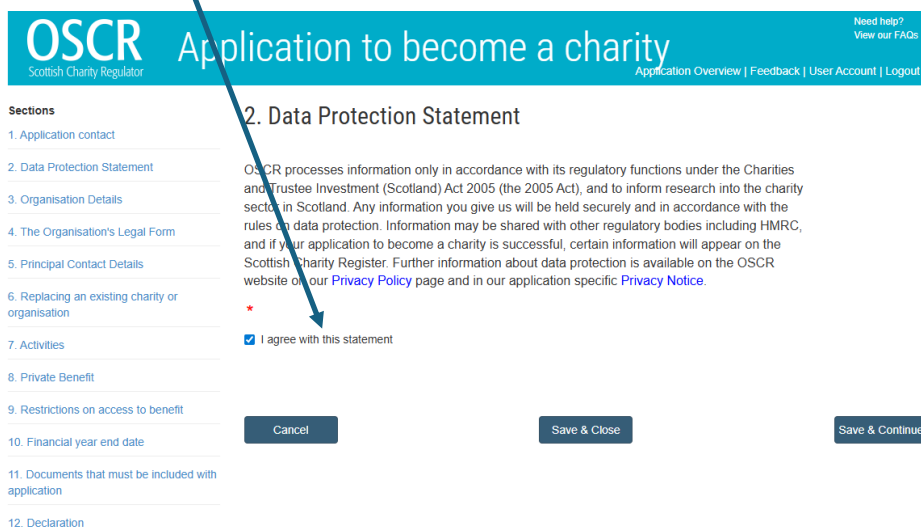
State your relationship or role within the organisation *

For example charity trustee, manager, legal advisor, accountant, TSI advisor

Charity trustee / unit leader

Click 'Save & Continue'

You will then be asked to agree with a data protection statement, click 'I agree with this statement':



OSCR Scottish Charity Regulator **Application to become a charity** [Need help? View our FAQs](#) [Application Overview](#) | [Feedback](#) | [User Account](#) | [Logout](#)

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2. Data Protection Statement

OSCR processes information only in accordance with its regulatory functions under the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), and to inform research into the charity sector in Scotland. Any information you give us will be held securely and in accordance with the rules on data protection. Information may be shared with other regulatory bodies including HMRC, and if your application to become a charity is successful, certain information will appear on the Scottish Charity Register. Further information about data protection is available on the OSCR website on our [Privacy Policy](#) page and in our application specific [Privacy Notice](#).

☒ I agree with this statement

[Cancel](#) [Save & Close](#) [Save & Continue](#)

Click 'Save & Continue':

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

You will then be asked to complete the basic details about the organisation, including the name. The name registered should be in the same format as on GO.

3. Organisation Details

We are asking for these details to help us complete your organisation's entry on the Scottish Charity Register if we do decide to grant it charitable status.

Proposed legal name (this must be exactly as it appears on the draft governing document). If you are applying to be a SCIO and your name contains a [sensitive word or expression](#) you must get approval from Companies House before you apply to OSCR and send evidence of the approval with your application. *

1st Hopefield Rainbow Unit

English translation (if applicable)

Any other name by which the organisation will be known
For example, the organisation may wish to operate under an acronym or a shorter 'trading name'

Does the organisation have a parent charity? *

Guidance Notes (Click to expand)

☐ Yes
☒ No

Is the organisation registered with any other Regulators? *

☐ Yes
☒ No

For 'Does the organisation have a parent charity?', select 'No'

For 'Is the organisation registered with any other regulators?', select 'No'

Cancel Save & Close Save & Continue

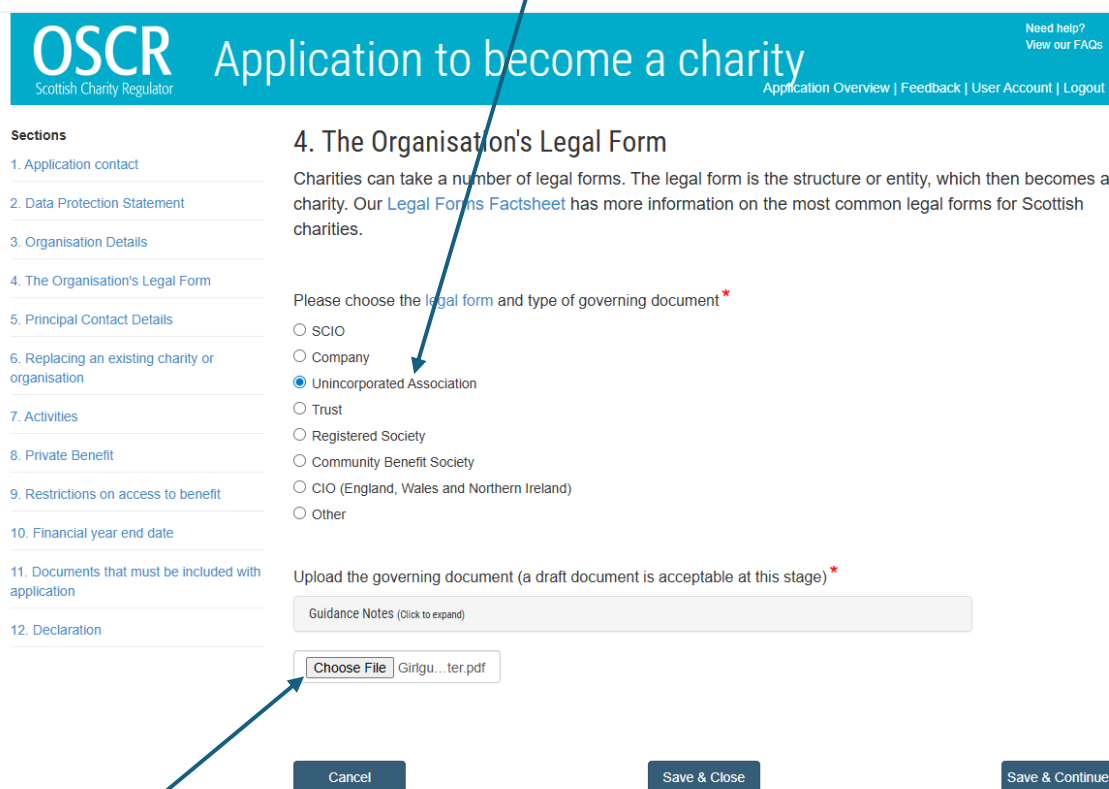
Click 'Save & Continue':

The next section will ask about the organisations legal form and governing document. For units, districts, and divisions the governing document is the Royal Charter. You'll need the document you created at the start (see page 1) combining the Royal Charter with a minute confirming its adoption at the unit/district/division's governing document.

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

For the 'legal form' select 'Unincorporated Association':



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4. The Organisation's Legal Form

Charities can take a number of legal forms. The legal form is the structure or entity, which then becomes a charity. Our [Legal Forms Factsheet](#) has more information on the most common legal forms for Scottish charities.

Please choose the legal form and type of governing document *

- ☐ SCIO
- ☐ Company
- ☒ Unincorporated Association
- ☐ Trust
- ☐ Registered Society
- ☐ Community Benefit Society
- ☐ CIO (England, Wales and Northern Ireland)
- ☐ Other

Upload the governing document (a draft document is acceptable at this stage) *

Guidance Notes (click to expand)

Girlgu...ter.pdf

Upload the document combining the Royal Charter and the minute confirming its adoption.

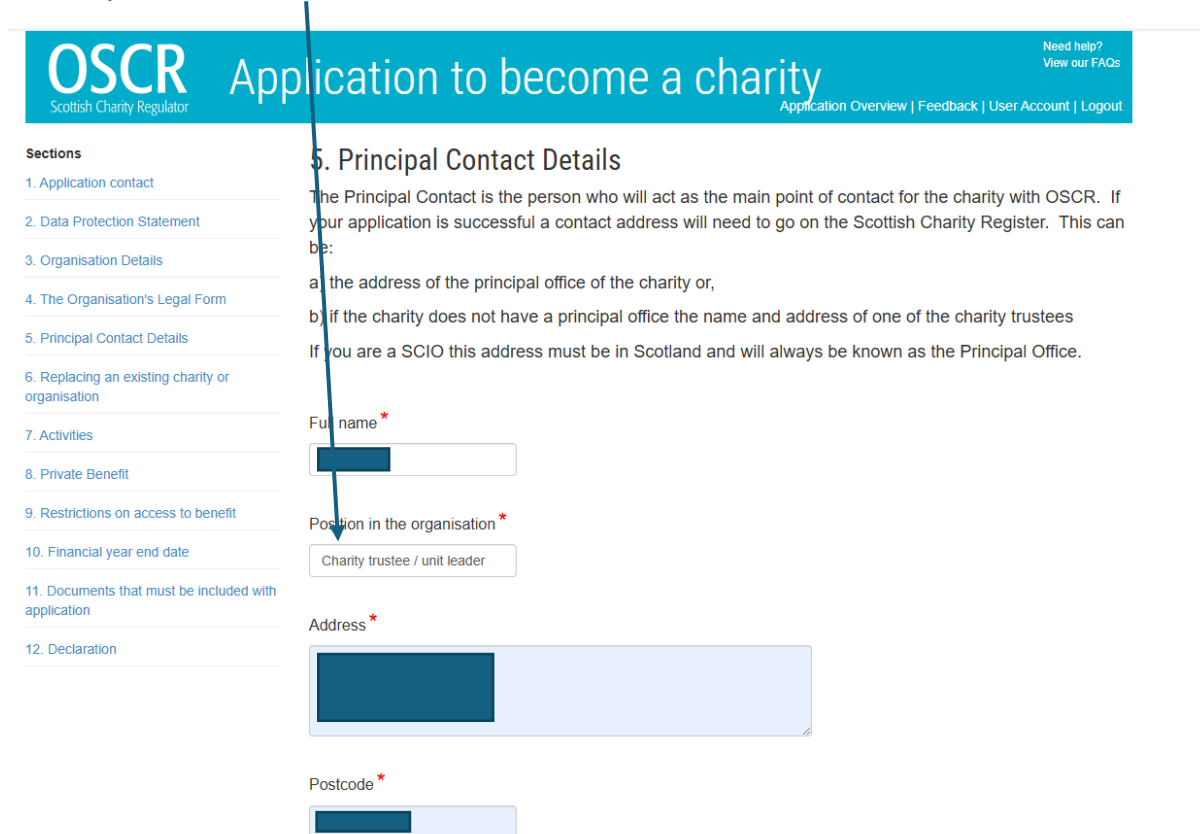
Click 'Save & Continue':

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

In the next stage you will register the 'Principal Contact Details'. This should be the person who will manage OSCR compliance on behalf of the unit. They must be registered on GO as a unit leader or unit administrator (in the case of a treasurer). In the case of a district, division or county it should be the commissioner or treasurer.

Insert their full name and contact details. In 'Position in the organisation' add 'Charity trustee / unit leader'.



The screenshot shows the OSCR (Scottish Charity Regulator) application interface. The header is blue with the OSCR logo and the text 'Application to become a charity'. On the right, there are links for 'Need help? View our FAQs', 'Application Overview', 'Feedback', 'User Account', and 'Logout'. A sidebar on the left lists 12 sections, with '5. Principal Contact Details' highlighted. The main content area is titled '5. Principal Contact Details' and contains the following text: 'The Principal Contact is the person who will act as the main point of contact for the charity with OSCR. If your application is successful a contact address will need to go on the Scottish Charity Register. This can be: a) the address of the principal office of the charity or, b) if the charity does not have a principal office the name and address of one of the charity trustees. If you are a SCIO this address must be in Scotland and will always be known as the Principal Office.' Below this text are four form fields: 'Full name *' (a small text box), 'Position in the organisation *' (a dropdown menu with 'Charity trustee / unit leader' selected), 'Address *' (a large text box), and 'Postcode *' (a small text box). A blue arrow points from the text 'Insert their full name and contact details' to the 'Full name' field.

If you scroll down, there are some more questions. In most cases the registered address will be the home address of the principle contact. Do not enter the address of a unit meeting place, or the office address of Girlguiding, Girlguiding Scotland or the county.

The registered address will show publicly on the OSCR website. If there is a concern that this could jeopardise someone's safety, please notify OSCR of this by selecting that option (*).

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

Select 'Trustee Address':

Is this address the:

☐ Principal Office

☒ Trustee Address

The principal office address of the charity, or the name and address of a charity trustee will be published on the Scottish Charity Register unless doing so is likely to jeopardise the safety or security of any person or premises. We will not withhold a Principal Contact address from the Register simply on the grounds that it is a private residence.

Would publishing this address jeopardise anyone's safety or security?

*

☐ Yes

☒ No

Main Telephone Number *

Alternative Contact Number

First Email Address *

Max. 100 characters

Second Email Address

Max. 100 characters

Website Address

Facebook Address

Twitter Address

Cancel

Save & Close

Save & Continue

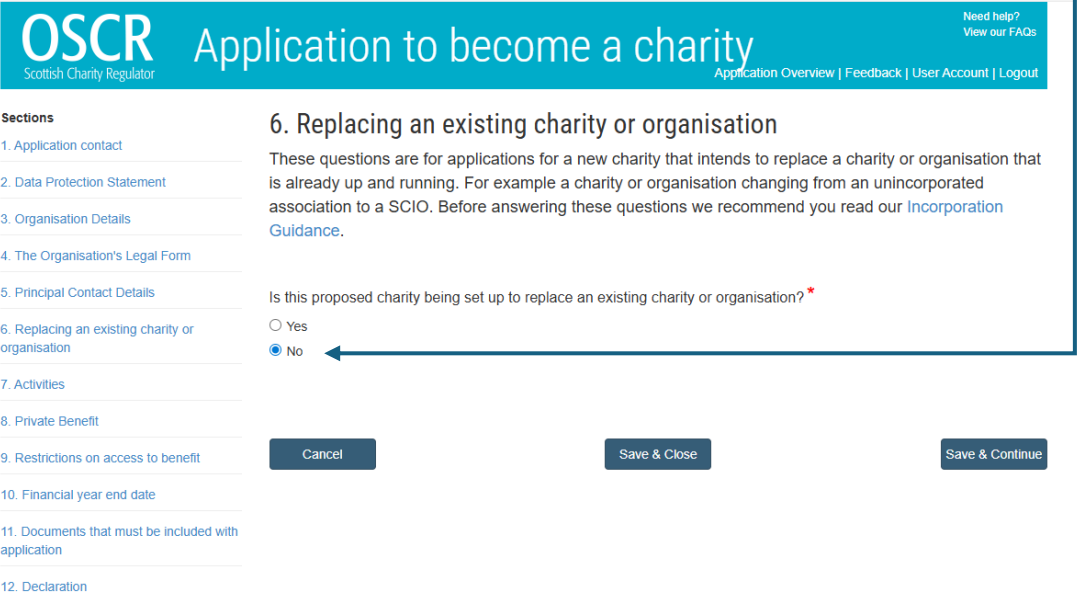
Add in a secondary email address in 'Second Email Address' (for another volunteer, or a unit email address).

Click 'Save & Continue'.

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

The next question will ask whether the organisation being registered is replacing another one already registered. The answer to this will be 'No'.



The screenshot shows the OSCR (Scottish Charity Regulator) application interface. The header includes the OSCR logo and the title 'Application to become a charity'. A sidebar on the left lists 12 sections, with '6. Replacing an existing charity or organisation' selected. The main content area for section 6 contains explanatory text, a question 'Is this proposed charity being set up to replace an existing charity or organisation?' with radio button options for 'Yes' and 'No' (selected), and three buttons at the bottom: 'Cancel', 'Save & Close', and 'Save & Continue'. A blue arrow points from the text 'The answer to this will be 'No'' to the 'No' radio button.

OSCR Scottish Charity Regulator

Application to become a charity

Need help?
View our FAQs

Application Overview | Feedback | User Account | Logout

Sections

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6. Replacing an existing charity or organisation

These questions are for applications for a new charity that intends to replace a charity or organisation that is already up and running. For example a charity or organisation changing from an unincorporated association to a SCIO. Before answering these questions we recommend you read our [Incorporation Guidance](#).

Is this proposed charity being set up to replace an existing charity or organisation? *

☐ Yes

☒ No

Cancel Save & Close Save & Continue

Click 'Save & Continue'.

The next part of the form asks for details of the 'Activities and projects' that the charity will undertake.

Copy and paste the below answers into the form. These answers are appropriate for registering a unit as a charity, some will require amendment for other levels.

- Please copy and paste the organisation's charitable purposes as set out in the (draft) governing document.

Copy and paste: We have adopted the Girlguiding Royal Charter as the unit's constitution. The aim of guiding is to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

- What are the activities or projects the organisation intends to run?

Copy and paste as appropriate from the below options: (you can tweak the frequency, and amend the section on trips and residentials if required):

- The charity is a Rainbow unit which delivers the Girlguiding programme to girls aged between 4 and 7. The unit meets once per week during term time, and runs trips and residential events for the girls. A common programme framework is followed which offers activities for girls to experience across six general areas: health and wellbeing, creative expression, taking social action, having adventures, skills for living, and self-awareness. The method for delivery consistently uses five essential ingredients: the programme is varied and balanced, girls work together in small groups, they are encouraged to be self-governing and to be involved in decision making, care for the individual and a shared commitment to a common standard which encourages proactive citizenship.

- The charity is a Brownie unit which delivers the Girlguiding programme to girls aged between 7 and 10. The unit meets once per week during term time, and runs trips and residential events for the girls. A common programme framework is followed which offers activities for girls to experience across six general areas: health and wellbeing, creative expression, taking social action, having adventures, skills for living, and self-awareness. The method for delivery consistently uses five essential ingredients: the programme is varied and balanced, girls work together in small groups, they are encouraged to be self-governing and to be involved in decision making, care for the individual and a shared commitment to a common standard which encourages proactive citizenship.
- The charity is a Guide unit which delivers the Girlguiding programme to girls aged between 10 and 14. The unit meets once per week during term time, and runs trips and residential events for the girls. A common programme framework is followed which offers activities for girls to experience across six general areas: health and wellbeing, creative expression, taking social action, having adventures, skills for living, and self-awareness. The method for delivery consistently uses five essential ingredients: the programme is varied and balanced, girls work together in small groups, they are encouraged to be self-governing and to be involved in decision making, care for the individual and a shared commitment to a common standard which encourages proactive citizenship.
- The charity is a Ranger unit which delivers the Girlguiding programme to girls and young women aged between 14 and 18. The unit meets once per week during term time, and runs trips and residential events for the girls. A common programme framework is followed which offers activities for girls to experience across six general areas: health and wellbeing, creative expression, taking social action, having adventures, skills for living, and self-awareness. The method for delivery consistently uses five essential ingredients: the programme is varied and balanced, girls work together in small groups, they are encouraged to be self-governing and to be involved in decision making, care for the individual and a shared commitment to a common standard which encourages proactive citizenship.

REGISTERING A GUIDING LEVEL AS A CHARITY

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- How will these activities help achieve the organisation's charitable purposes?

Copy and paste: Through participating in fun and exciting activities in a safe and supportive environment girls build self-confidence and develop a curiosity about the world they live in and the difference they can make. This benefits both the individual girl, their family and society at large.

- Who will benefit from these activities?

Copy and paste as appropriate from the below options:

The unit is open to all girls aged between 4 and 7 in the community to take part in activities. When a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

The unit is open to all girls aged between 7 and 10 in the community to take part in activities. When a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

The unit is open to all girls aged between 10 and 14 in the community to take part in activities. When a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

The unit is open to all girls aged between 14 and 18 in the community to take part in activities. When a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

- Is the organisation already up and running?

Select: Yes

- For how long?

Add in number of years and months or add 'Over 10 years' if applicable.

- Does the organisation have accounts?

Select: Yes (if the unit has been running for less than a year, and therefore has not yet prepared annual accounts select: No)

Upload the most recent signed, year end accounts.

- Will the organisation be involved in training and education?

Select: Yes

- What is the nature of the education that will be provided?

Copy and paste: <https://www.girlguiding.org.uk/what-we-do/our-badges-and-activities/programme-for-every-girl/programme-overview/>

- How will the education be delivered for example, classroom based, on-the-job, distance learning?

Copy and paste: Activities are delivered in local community premises by trained adult volunteers, through regular term time meetings with occasional weekend and holiday opportunities. Most activities are carried out at unit level. Other opportunities are offered at district/division, county and Scottish levels to join in with girls from a wider area.

- Please describe the objective of the education or learning experience and tell us what the learners will achieve.

Copy and paste: Through participating in fun and exciting activities in a safe and supportive environment girls build self-confidence and develop a curiosity about the world they live in and the difference they can make. This benefits both the individual girl, their family and society at large.

- Tell us about the providers of the education / training. Who will delivery it and what experience / qualifications do they have?

Copy and paste: Our volunteers are subject to compulsory recruitment checks comprising criminal record checking (PVG scheme membership), provision of two references and an interview with a senior volunteer. All volunteers are expected to follow the Girlguiding code of conduct. As part of the leadership qualification adult leaders are trained about safety and safeguarding and undertake regular training in everything from first aid and child safety to running programme activities, planning trips away, communication and unit administration including finances.

- Will the organisation be carrying out trading activities?

Select: No

- Will the organisation be supporting and engaging in overseas activity?

Select: No

REGISTERING A GUIDING LEVEL AS A CHARITY

Guidance written: October 2025

- Does your organisation work with children and/or protected adults or have as one of its charitable purposes the provision of benefits for or to children and/or protected adults?

Select: Yes

- Have you read OSCR's guidance on safeguarding

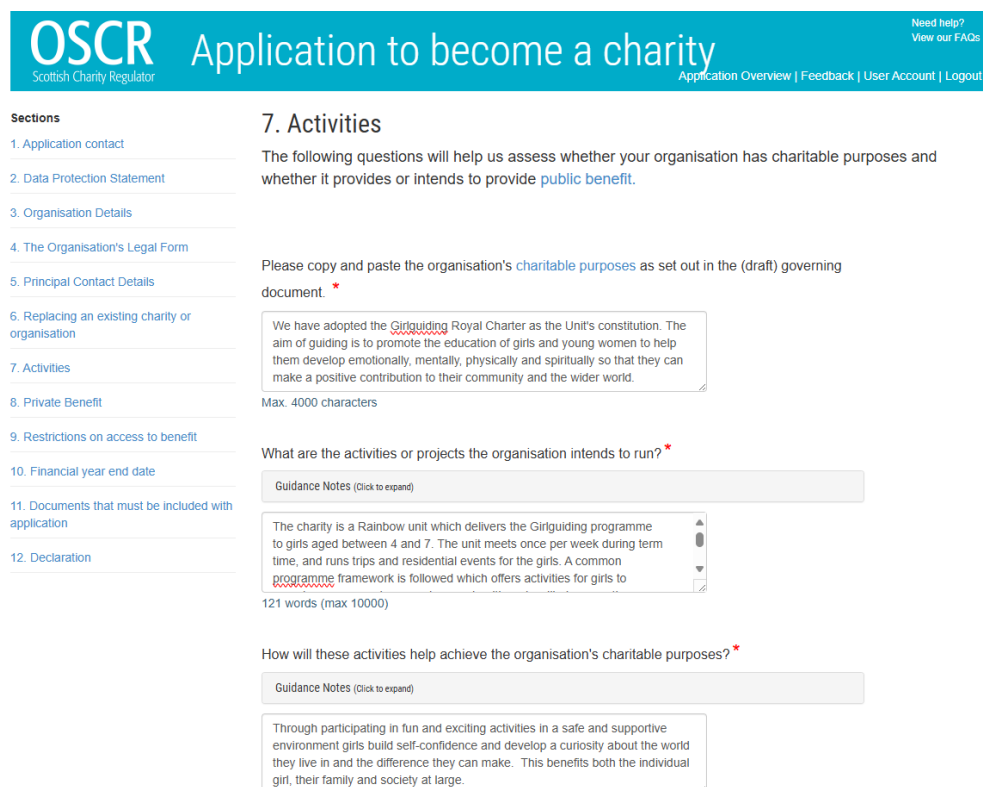
Select: Yes

You can read the guidance here: <https://www.oscr.org.uk/media/3164/2019-01-23-latest-updated-safeguarding-booklet-design-pdf.pdf>. In guiding you will be complying with the Girlguiding safeguarding policy, and associated procedures. The OSCR guidance has been written for the whole charitable sector, and complements the policy.

- Will the organisation be providing grants to individuals or organisations?

Select: No

This is what the completed section should look like:



The screenshot shows the OSCR (Scottish Charity Regulator) application form for becoming a charity. The header includes the OSCR logo and the title 'Application to become a charity'. A sidebar on the left lists sections 1 through 12, with '7. Activities' currently selected. The main content area for section 7 includes a heading '7. Activities', a paragraph explaining the purpose of the questions, and a text box for the organisation's charitable purposes. Below this is a question 'What are the activities or projects the organisation intends to run?' with a 'Guidance Notes' link and a text box containing a sample answer. The final question is 'How will these activities help achieve the organisation's charitable purposes?' also with a 'Guidance Notes' link and a text box containing a sample answer.

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12. Declaration

7. Activities

The following questions will help us assess whether your organisation has charitable purposes and whether it provides or intends to provide **public benefit**.

Please copy and paste the organisation's **charitable purposes** as set out in the (draft) governing document. *

We have adopted the Girlguiding Royal Charter as the Unit's constitution. The aim of guiding is to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

Max. 4000 characters

What are the activities or projects the organisation intends to run? *

Guidance Notes (click to expand)

The charity is a Rainbow unit which delivers the Girlguiding programme to girls aged between 4 and 7. The unit meets once per week during term time, and runs trips and residential events for the girls. A common programme framework is followed which offers activities for girls to

121 words (max 10000)

How will these activities help achieve the organisation's charitable purposes? *

Guidance Notes (click to expand)

Through participating in fun and exciting activities in a safe and supportive environment girls build self-confidence and develop a curiosity about the world they live in and the difference they can make. This benefits both the individual girl, their family and society at large.

REGISTERING A GUIDING LEVEL AS A CHARITY

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Who will benefit from these activities? *

The unit is open to all girls aged between 4 and 7 in the community to take part in activities. When a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

44 words (max 10000)

Is the organisation already up and running? *

☒ Yes

☐ No

For how long? *

7 years

Does the organisation have accounts? *

☒ Yes

☐ No

Upload the most recent copy of the accounts *

Please check that you have completed Section 6 Replacing an existing charity or organisation correctly.

Choose File 1st H...25.pdf

The following questions will help us assess whether your organisation provides or intends to provide *public benefit* if it undertakes particular kinds of activity.

Will the organisation be involved in training and education? *

☒ Yes

☐ No

What is the nature of the education that will be provided? *

<https://www.girlguiding.org.uk/what-we-do/our-badges-and-activities/programme-for-every-girl/programme-overview/>

1 words (max 10000)

How will the education be delivered for example, classroom based, on-the-job, distance learning? *

volunteers, through regular term time meetings with occasional weekend and holiday programme. Most activities are carried at unit level. Other opportunities are offered at district/division, county and Scottish levels to join in activities with girls from a wider area.

49 words (max 10000)

Please describe the objective of the education or learning experience and tell us what the learners will achieve? *

Through participating in fun and exciting activities in a safe and supportive environment girls build self-confidence and develop a curiosity about the world they live in and the difference they can make. This benefits both the individual girl, their family and society at large.

44 words (max 10000)

Tell us about the providers of the education / training. Who will deliver it and what experience / qualifications do they have? *

leaders are trained about safety and safeguarding and undertake regular training in in everything from first aid and child safety to running programme activities, planning trips away, communication and unit administration including finances.

76 words (max 10000)

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Will the organisation be carrying out trading activities? *

Guidance Notes (Click to expand)

You will find our guidance about charity trading [on our website](#).

☐ Yes

☒ No

Will the organisation be supporting and engaging in overseas activity? *

☐ Yes

☒ No

Does your organisation work with children and/or protected adults or have as one of its charitable purposes the provision of benefits for or to children and/or protected adults?

*

Guidance Notes (Click to expand)

☒ Yes

☐ No

Have you read OSCR's guidance on [safeguarding](#)? *

☒ Yes

☐ No

Will the organisation be providing grants to individuals or other organisations? *

Guidance Notes (Click to expand)

☐ Yes

☒ No

Cancel

Save & Close

Save & Continue

Click 'Save & Continue'.

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The next section of the form contains questions about whether the organisation provides 'private benefit'.

For these questions, select 'No':

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1. Application contact
2. Data Protection Statement

8. Private Benefit

These questions help us assess whether anyone will get any **private benefit** from your organisation. If they do we will need to decide how that private benefit compares with any public benefit.

Will any other kind of private benefit be received by

- A charity trustee
- its founder
- a person related to the founder
- a person connected to the founder
- an organisation connected to a charity trustee
- an organisation connected to the founder
- a person connected to a charity trustee

Please answer Yes or No *

Guidance Notes (Click to expand)

☐ Yes

☒ No

Does or will the organisation rent or lease premises to provide its services? *

☐ Yes

☒ No

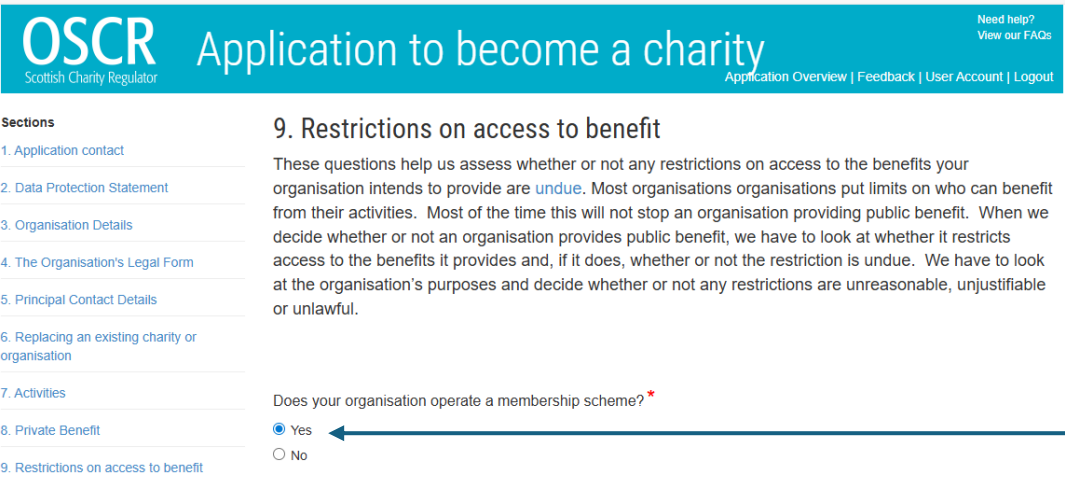
Cancel

Save & Close

Save & Continue

Next you will be asked about any restrictions in benefit.

When asked 'Does your organisation operate a membership scheme?' select **'Yes'**.



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- 9. Restrictions on access to benefit

9. Restrictions on access to benefit

These questions help us assess whether or not any restrictions on access to the benefits your organisation intends to provide are **undue**. Most organisations put limits on who can benefit from their activities. Most of the time this will not stop an organisation providing public benefit. When we decide whether or not an organisation provides public benefit, we have to look at whether it restricts access to the benefits it provides and, if it does, whether or not the restriction is undue. We have to look at the organisation's purposes and decide whether or not any restrictions are unreasonable, unjustifiable or unlawful.

Does your organisation operate a membership scheme? *

☒ Yes ☐ No

When asked 'Who is eligible to become a member, copy and paste the following (amend the age range as required):

The unit is open to all girls in the community, between the age of 4 and 7 to take part in activities.

For the following questions, please use the answers below:

- How do you become a member?

Copy and paste: After a trial and period of introduction, when a girl chooses to becomes a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

- Is there a membership fee?

Select: Yes

- How much is the fee?

Copy and paste the amounts in the following format (add in the figures for unit running costs, division/district and county):

- Girlguiding – £33.00 (annual, 2025 figure)
- Girlguiding Scotland – £16.00 (annual, 2025 figure)
- Girlguiding County – £ (annual)
- Girlguiding Division/District – £ (annual)
- Unit running costs – £ (annual)

REGISTERING A GUIDING LEVEL AS A CHARITY

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- Please enter any concessionary rates.

Enter: None

- Do you have any benefits restricted to members?

Select: Yes

- What are these benefits?

Copy and paste: Whilst the unit directly benefits the girls in it, the unit is open to all girls in the community.

- Please tell us whether there are any physical or practical restrictions to accessing the benefit your organisation will provide. (For example will your organisation operate limited opening hours, or is there a lack of disabled access to the building where you will carry out your services?)

Copy and paste (amend the timing as required).

This service is provided for one hour in the early evening during term time.

(Your unit meeting place should be accessible, but if there are any restrictions, please also detail this here.)

The completed section should look like this:

How do you become a member? *

After a trial and period of introduction, when a girl chooses to become a member she makes her Promise. Our inclusive Promise for all is a shared commitment for every member.

31 words (max 10000)

Is there a membership fee? *

☒ Yes
☐ No

How much is the fee? *

• Girlguiding - £15.50 (annual)
• Girlguiding Scotland - £14.00 (annual)
• Girlguiding County - £ (annual)
• Girlguiding Division/District - £ (annual)

Please enter any concessionary rates *

None

Do you have any benefits restricted only to members? *

☒ Yes
☐ No

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What are these benefits? *

Whilst the unit directly benefits the girls the unit is open to all girls in the community

17 words (max 10000)

Please tell us whether there are any physical or practical restrictions to accessing the benefit your organisation will provide. (For example will your organisation operate limited opening hours, or is there a lack of disabled access to the building where you will carry out your services?)

*

This service is provided for one hour in the early evening during term time.

0 words (max 10000)

Will the organisation charge people to access its services or facilities? *

☐ Yes

☒ No

For the question: 'Does the organisation restrict benefit on the basis of any of the protected characteristics?' select: **Yes**

Does the organisation restrict benefit on the basis of any of these protected characteristics?

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Please answer Yes or No *

Guidance Notes (Click to expand)

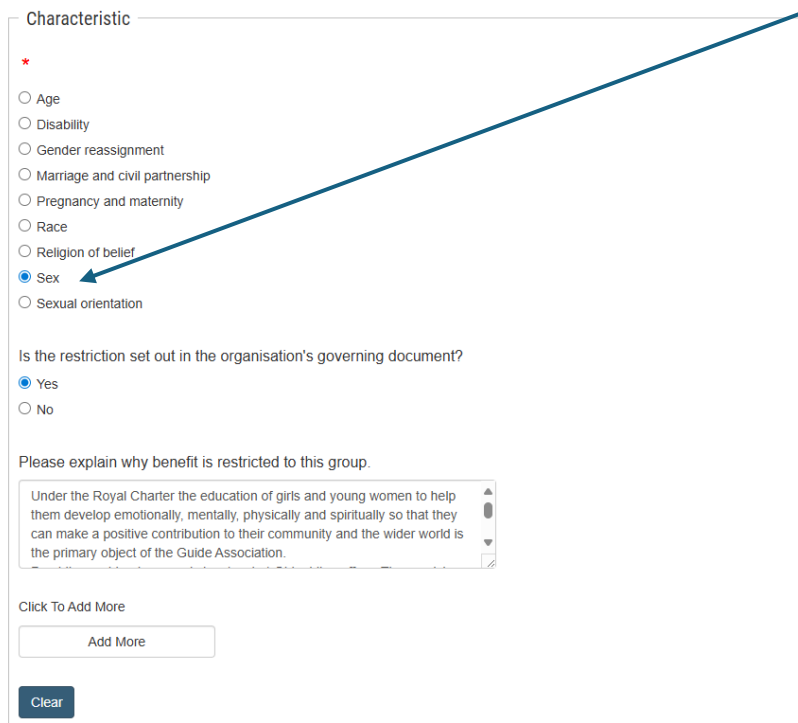
☒ Yes

☐ No

REGISTERING A GUIDING LEVEL AS A CHARITY

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You will then be asked which characteristic the restriction is based on. Select: **Sex**



Characteristic

☐ Age

☐ Disability

☐ Gender reassignment

☐ Marriage and civil partnership

☐ Pregnancy and maternity

☐ Race

☐ Religion of belief

☒ Sex

☐ Sexual orientation

Is the restriction set out in the organisation's governing document?

☒ Yes

☐ No

Please explain why benefit is restricted to this group.

Under the Royal Charter the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world is the primary object of the Guide Association.

Click To Add More

Add More

Clear

The other questions should be answered as below:

- Is the restriction set out in the organisation's governing document?

Select: Yes

- Please explain why benefit is restricted to this group.

Copy and paste: Under the Royal Charter the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world is the primary object of Girlguiding.

Providing a girl-only space is key to what Girlguiding offers. The provision of a girl-only space is a way of achieving our aims of enabling girls and young women to develop their potential.

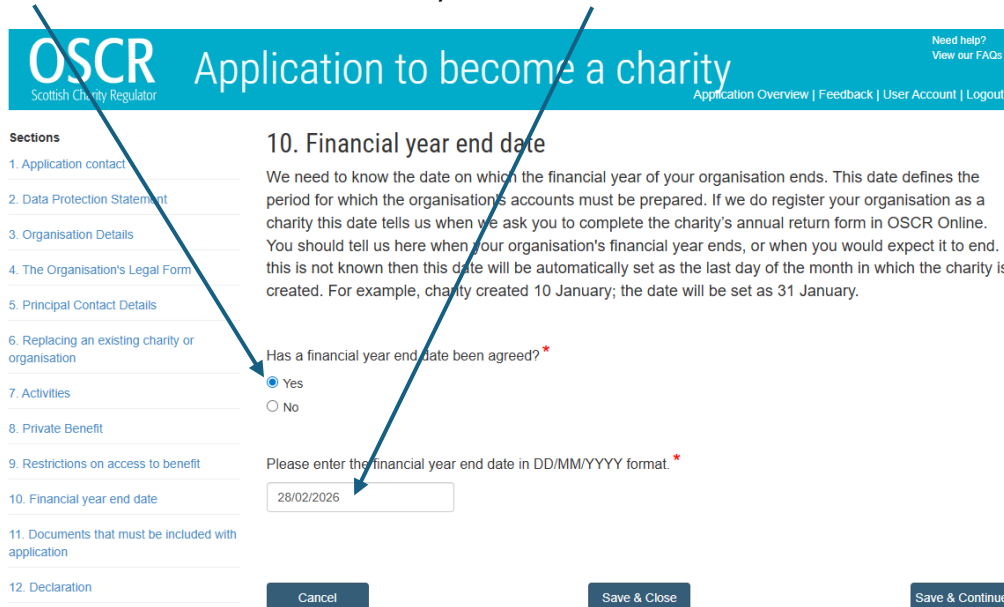
Click: 'Save & Continue'.

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The next question is about the year end date. This should be the current year end date, or if the unit is new, this should be the county's year end date.

Select 'Yes', and then enter the next year end date.



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10. Financial year end date

We need to know the date on which the financial year of your organisation ends. This date defines the period for which the organisation's accounts must be prepared. If we do register your organisation as a charity this date tells us when we ask you to complete the charity's annual return form in OSCR Online. You should tell us here when your organisation's financial year ends, or when you would expect it to end. If this is not known then this date will be automatically set as the last day of the month in which the charity is created. For example, charity created 10 January; the date will be set as 31 January.

Has a financial year end date been agreed? *

☒ Yes
☐ No

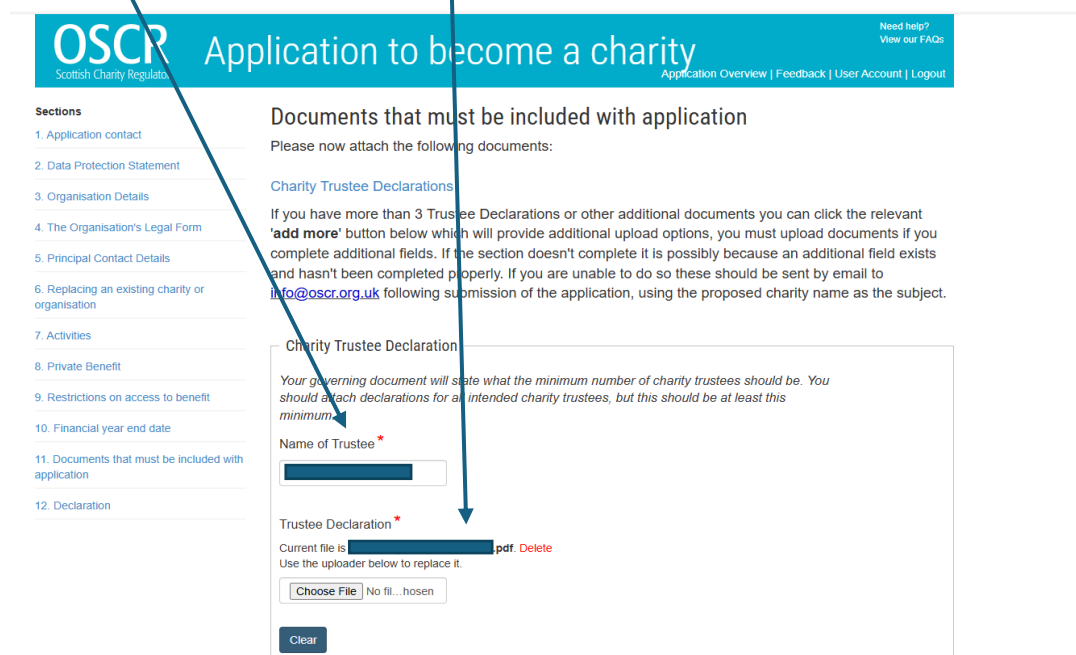
Please enter the financial year end date in DD/MM/YYYY format. *

28/02/2026

Cancel Save & Close Save & Continue

Click: 'Save & Continue'.

You'll then be asked to register your trustees, and upload their declarations. Enter the name, and upload the document (see page 1). Repeat this for each trustee (at least 3).



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Documents that must be included with application

Please now attach the following documents:

[Charity Trustee Declarations](#)

If you have more than 3 Trustee Declarations or other additional documents you can click the relevant 'add more' button below which will provide additional upload options, you must upload documents if you complete additional fields. If the section doesn't complete it is possibly because an additional field exists and hasn't been completed properly. If you are unable to do so these should be sent by email to info@oscr.org.uk following submission of the application, using the proposed charity name as the subject.

Charity Trustee Declaration

Your governing document will state what the minimum number of charity trustees should be. You should attach declarations for all intended charity trustees, but this should be at least this minimum.

Name of Trustee *

Trustee Declaration *

Current file is [file name].pdf. Delete

Use the uploader below to replace it.

Choose File No file chosen

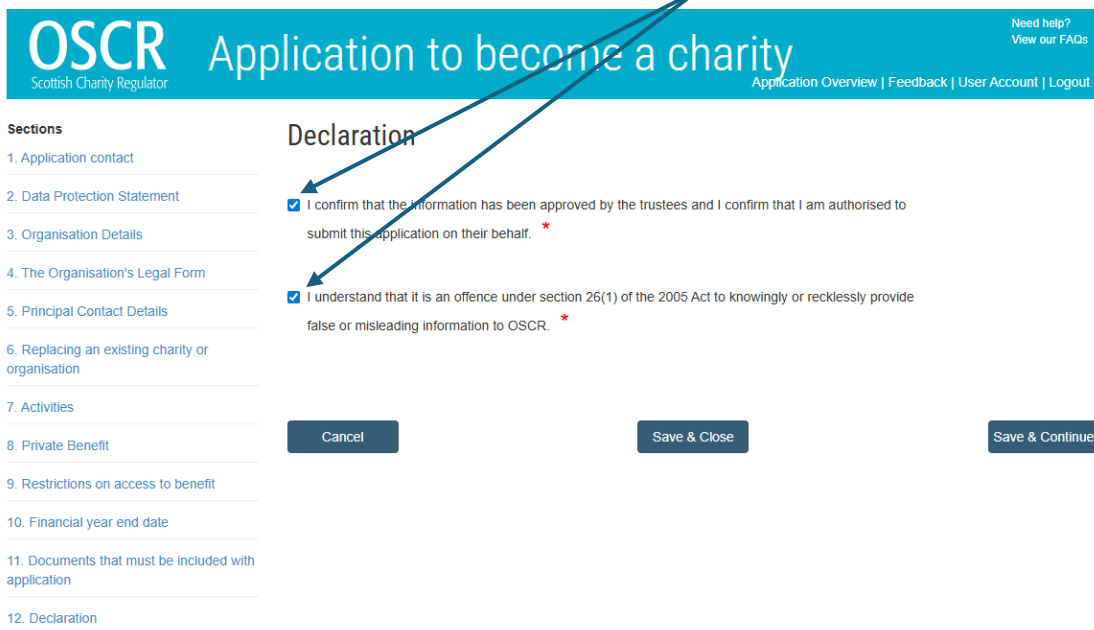
Clear

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The final part of the form is the declaration, and checking that all of the required information has been entered / uploaded.

Confirm each of the statements by selecting the box.

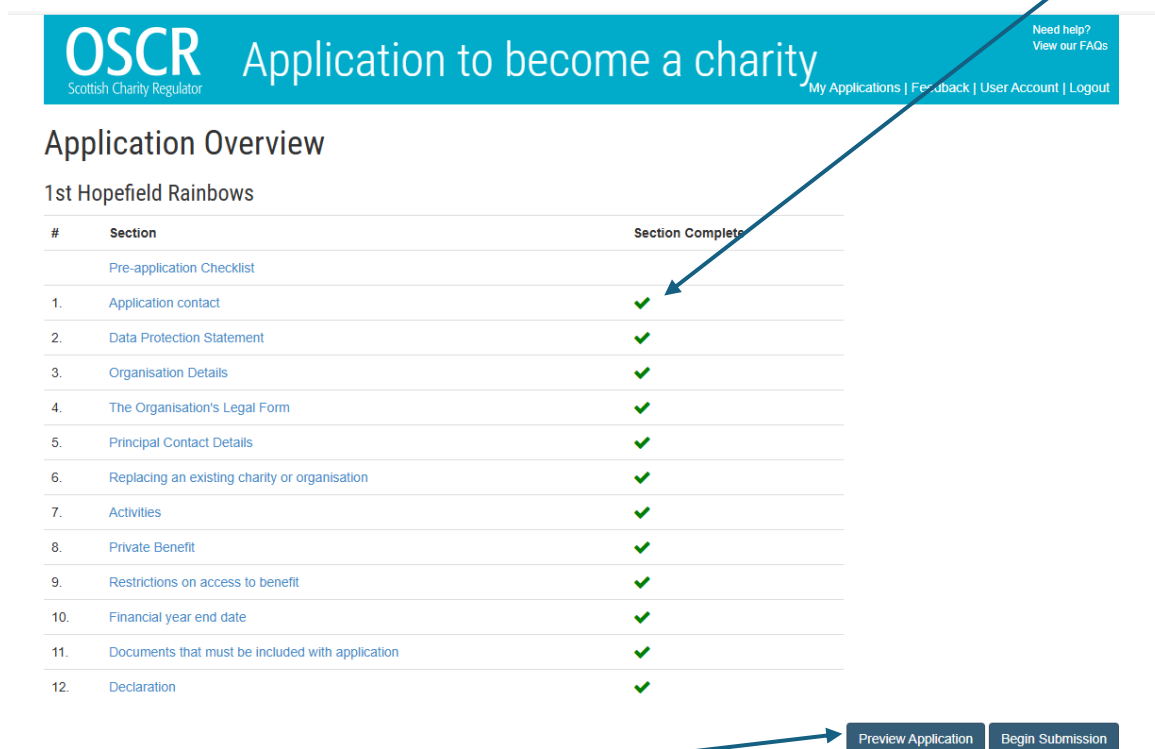


The screenshot shows the 'Declaration' section of the OSCR application form. On the left, a sidebar lists 12 sections, with '12. Declaration' selected. The main content area has a heading 'Declaration' and two statements, each with a checked checkbox and a red asterisk indicating a required field:

- ☒ I confirm that the information has been approved by the trustees and I confirm that I am authorised to submit this application on their behalf. *
- ☒ I understand that it is an offence under section 26(1) of the 2005 Act to knowingly or recklessly provide false or misleading information to OSCR. *

At the bottom right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Continue'. Arrows from the text above point to the checkboxes.

Check over the overview to make sure that all sections are marked as complete.



The screenshot shows the 'Application Overview' section of the OSCR application form. The heading is 'Application Overview' followed by the organization name '1st Hopefield Rainbows'. Below this is a table with 12 rows, each representing a section of the application. The 'Section Complete' column shows green checkmarks for all sections, including 'Declaration'. An arrow from the text above points to the 'Declaration' row.

#	Section	Section Complete
	Pre-application Checklist	
1.	Application contact	✓
2.	Data Protection Statement	✓
3.	Organisation Details	✓
4.	The Organisation's Legal Form	✓
5.	Principal Contact Details	✓
6.	Replacing an existing charity or organisation	✓
7.	Activities	✓
8.	Private Benefit	✓
9.	Restrictions on access to benefit	✓
10.	Financial year end date	✓
11.	Documents that must be included with application	✓
12.	Declaration	✓

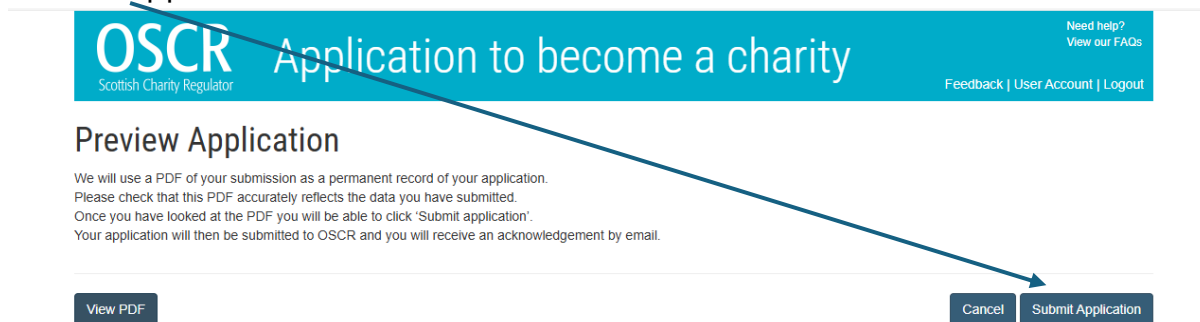
At the bottom right, there are two buttons: 'Preview Application' and 'Begin Submission'. An arrow from the text below points to the 'Preview Application' button.

Then select 'Preview Application' to see a PDF version. Check through all of the information to ensure that it is correct.

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Once you are confident that all of the sections are complete and correct, select 'Submit Application'.



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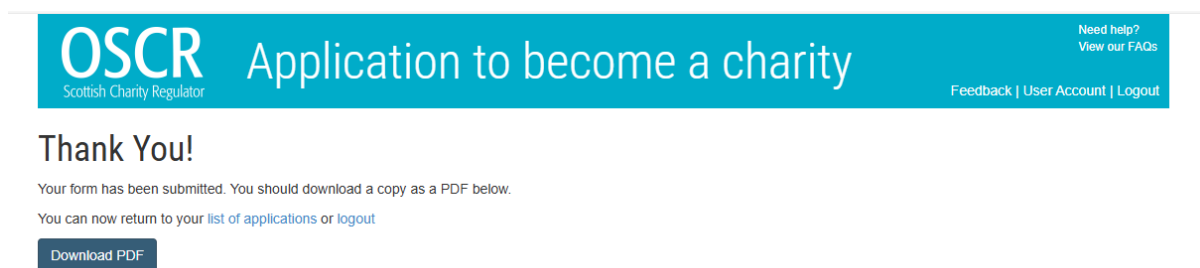
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Preview Application

We will use a PDF of your submission as a permanent record of your application.
Please check that this PDF accurately reflects the data you have submitted.
Once you have looked at the PDF you will be able to click 'Submit application'.
Your application will then be submitted to OSCR and you will receive an acknowledgement by email.

[View PDF](#) [Cancel](#) [Submit Application](#)

You should then see the following:



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Thank You!

Your form has been submitted. You should download a copy as a PDF below.
You can now return to your [list of applications](#) or [logout](#)

[Download PDF](#)

Your application is now complete. You should receive an email confirming the charity registration, and the charity number. This usually take a couple of weeks.

If you have any questions or need any support with your application please get in touch on governance@girlguiding-scot.org.uk.

Who can act as a trustee

In guiding we would expect the trustees to be as follows:

County – all voting members of the county executive committee

District / division – members of the district or division executive

Units – Unit leaders (not unit helpers, except where they are also responsible for managing the financial accounts), and a local commissioner/leader from another unit where there would be fewer than 3 trustees otherwise.

Please be mindful that there are some people who are unable to legally act as charity trustees in Scotland. Before any trustee is registered they should make sure that they are able to undertake this role. You can find information about this here: www.oscr.org.uk/becoming-a-charity/preparing-for-your-applicationguidance/2-who-will-run-the-charity/.

From 30 June 2025, OSCR has been collecting charity trustee information through OSCR Online. Providing this information will become a legal requirement for all charities (including all units, districts, divisions and counties which are registered). Charity users completing the annual return on behalf of any level with a year-end date on or after 30 June 2025 will be required to include trustee information as part of the submission. For any submissions which have not been made before 30 June, but where the year-end date was earlier than 30 June, users will not be required to submit this to be able to complete the return.

The following information will be required for each trustee:

- Full name
- Home address
- Email address
- Telephone number
- Date of birth
- Date of appointment

Only the names of trustees will be available via the public charity register online, and a request can be made for this not to be included where there is a risk to someone's safety.

Template minute for adopting the Royal Charter as the governing document:

Minute of a meeting of [Unit name], held on [DATE] at [TIME]

Present:

Xxxxxx Unit Leader (Chair)

Xxxxxx Leader

Xxxxxx Leader

It was unanimously agreed to adopt the Royal Charter dated the 14th December 1922 and supplemental Charters and Orders *mutatis mutandis*, of the Guide Association as the governing document of the unit. The unit is an unincorporated association formed in Scotland.

The unit will deliver a good guiding programme in accordance with the Girlguiding policies and procedures, and any amendments thereto issued from time to time. The programme gives girls the space where they can be themselves, build friendships, gain valuable life skills and make a positive difference in their lives and their community.

The members of the unit are girls between the ages of [Insert age range of girls i.e., a Rainbow unit would add in '4 and 7']

The adult volunteer leaders listed above are the charity trustees of the unit.

Signed: _____

Name:

Signed: _____

Name:

Signed: _____

Name: