





Guidelines and Application for the Starting a New Unit Grant

Please read these guidelines carefully before completing the online application form.

Guidelines

The Starting a New Unit Grant is available to help new units operate in their first six months and covers essential items only. Please fill in the form and make sure your Commissioner signs it too.

-  You must apply for the grant within 90 days of the unit's 'formed date' on Go! (your unit's first meeting). This will ensure that the grant is calculated according to the best estimate of the number of girls that will be in the new unit on opening. Applications received after this time cannot be processed.
-  Member details must have been added to your unit's details on Go! and Join Us when you apply. These include members who are active, active-pending or waiting-to-join. Units with incomplete details on Go! or with details that differ from what has been stated in the application form will not be processed.
-  You do not need to have set up the unit bank account to apply for the grant – if necessary, funds can be paid into a District/Division account.
 - You must not claim for items already funded by other grants (eg Trefoil Guild*).
 - On the resource list a maximum amount is specified for some items, based on a realistic assessment of their costs. Where no maximum amount is specified, please calculate costs according to the number of girls/young women starting out in the new unit.
 - We cannot fund for more than the suggested maximum recommended number of girls in a unit. See The Guiding Manual online for details.
-  We will contact you six months after your grant has been approved to find out how your grant has been spent.
We aim to process your application within 28 days.

Items covered by the grant

Applications will be considered for:

- first aid accessories/kits
- equipment to aid the unit's administration process
- Promise badges for Leaders and girls (the grant cannot be used to buy any other badges)
- age-appropriate set-up equipment, such as craft materials, stationery, paper, card, pens etc. A maximum of £10 per girl can be applied for. Please provide a breakdown of items needed
- programme and support resources
- guiding wear and training costs for Leaders

Items not covered by the grant

It does not cover:

- Girlguiding annual membership subscriptions or other local membership subscriptions, as these are considered running costs
- guiding wear for girls or young women (including County badges and so on), except in the case of Young Leaders helping with the unit. Their guiding wear can be included in the allowance for Leaders' guiding wear
- other items considered non-essential for the initial running of the programme, such as welcome bags, birthday cards, digital cameras, laminators, IT equipment, flags or flag items, and dolls
- training costs, with the exception of training required for adult Leaders to complete the Leadership Qualification, 1st Response/equivalent first aid training and programme training offered locally
- items which are not necessary within the first few months (these should be budgeted for within the weekly or termly unit subs)
- single items which account for a large proportion of an allowance, such as parachutes, camping or holiday equipment.
- Other items requested will be assessed on an individual basis, considering what the unit needs in order to start running its programme and the total amount being claimed.

Girlguiding Cymru (Girlguiding Wales)
Broneirion
Llandinam
Powys SY17 5DE
Email: waleshq@girlguidingcymru.org.uk