# GRANT APPLICATION FORM

## Please familiarise yourself with the requirements listed in Cranbrook Town Council's Grants Policy before completing this form.

For your application to be considered please ensure you provide one of the following:

- o Copy of the latest set of annual accounts including profit and loss and a balance sheet, or
- o Copy of bank statements for the previous six months, or
- o A budgeted forecast

Any constituted organisation must also include a copy of their constitution.

Completed applications forms together with supporting evidence should be e-mailed to clerk@cranbrooktowncouncil.gov.uk.

The Council's Privacy Notice is accessible on our website at https://www.cranbrooktowncouncil.gov.uk/governance/.

| 1 | **In the interest of accountability and transparency, Cranbrook Town Council considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.** | ☒ Yes<br><br>☐ No<br><br>Please note that if you do not give your consent for us to publish the information on this form, Cranbrook Town Council will unfortunately be unable to consider and determine your grant application. |
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| 2 | **Name and Address of Organisation** | Cranbrook Girlguiding Units<br>C/o […], Cranbrook, Devon EX5 7BN |
| 3 | **Contact Details of Applicant**<br><br>Name and Job Title<br>Telephone Number<br>Email Address | […]<br>Girlguiding North Exe District Commissioner<br>07[…]<br>GirlguidingNorthExe@gmail.com |

| 4 | **Are you a Registered Charity?** | ☒ Yes, registered charity number: 306016 <br> ☐ No |
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| 5 | **Amount of grant requested:** | £600 for Bear Trail activity <br> £166 for Flag and holster <br> £140 for 30 x child & 8 x adult neckers <br> £150 for 6 adult uniform tops <br><br> **Total amount requested = <u>£1,056</u>** |
| 6 | **When is the grant funding required?** | Now |
| 7 | **Is it a…** | ☒ one-off funding request <br><br> ☐ recurring funding request |
| 8 | **Total cost of the project:** | **£1,656** |
| 9 | **For what purpose or project is the grant requested?** | The first Girlguiding units opened in Cranbrook 10 years ago in May 2013. We are requesting funds to enable us to subsidise a special "10th Birthday" activity evening at the Bear Trail (nr. Cullompton) which we hope to hold this term and which will be open to all of our current Rainbows, Brownies and Guides. <br> We are also requesting funds to purchase customised items for 2 new local girlguiding units which closed due to Covid but have recently reopened. <br> *Maximum 100 words* |
| 10 | **What are the project's aims?** | Our current funding request aim is to celebrate and reflect on the past 10 years of Girlguiding in Cranbrook as well as ensuring that our newest units are fully equipped to run their meetings at a standard and cost equal to the more established groups. <br><br> **(a) Bear Trail "10th Birthday" Event** <br> "The Bear Trail" is a local outdoor activity course with climbing frames, zipwires etc. in a safe and well- |

maintained environment. We plan to hire the site to bring all 100 local Rainbows, Brownies and Guides together for an evening session where they can challenge themselves with the activities while celebrating our 10-year milestone. The funds requested are to subsidise half the total cost of this to make it more affordable for all that wish to attend.

**(2) Unit flag and neckerchiefs**
Our 2nd Cranbrook Brownie unit opened in 2018 but closed in 2020 due to Covid and the leaders then moving away. It has recently been reopened by a group of local volunteers and we are requesting funds to purchase a Girlguiding flag for the unit (for use in ceremonies, St George's Day parades etc.) as well as neckerchiefs in the bespoke unit colours. These were not previously purchased by the unit in its early days due to their income being focussed on covering running costs with insufficient reserves available to cover items such as these.

**(3) Uniform for new recruits**
We have recently recruited a number of new volunteers to help our Girlguiding units to grow and we are requesting funds to provide them each with a regulation uniform top for use during meetings, events etc.

*Maximum 300 words*

| 11 | **Please evidence demand for this project:** | There is a clear demand for youth-based groups in Cranbrook (and surrounding areas) as shown by high membership (and long waiting lists) for our Girlguiding units in the local area. Our activities are open to all girls, regardless of their background, and all costs associated with our regular weekly meetings (hall hire, insurance and materials) are funded through our termly subscriptions of around £35 per term. This makes the sessions affordable to most and significantly cheaper than other non-voluntary organisations. However, our budget does not provide us with sufficient reserves to fully cover large-scale events or additional capital costs. |

For the Bear Trail trip in particular, we are acutely aware that the summer term is already an expensive time for families having to pay for school trips, residentials etc. In addition, our Girlguiding members are from a wide range of financial backgrounds and we do not want any child to be excluded from an activity due to the costs involved. We would therefore like to be able to cover half of the cost for each child to make it more affordable and are therefore requesting 100 x £6 = £600 to cover half the cost of the evening.

For the uniform items, we have been very lucky to recently recruit a few new volunteers to help run our Girlguiding groups. These people give up their time for free each week and we would like to be able to provide them with suitable uniform (which is usually expected to be paid for by the volunteers themselves).

*Maximum 300 words*

| 12 | **If the total cost of the project is more than the grant, how will the residue be financed?** | The outstanding £600 will be covered by requesting a £6 per child contribution from the parents of each of the 100 children attending the Bear Trail event.<br><br>*Maximum 300 words* |
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| 13 | **How is financial sustainability being achieved in the long term?** | These events and items are supplementary to our usual unit running costs which are budgeted for and covered by our termly subscriptions of ~£35 per child per term.<br><br>*Maximum 300 words* |
| 14 | **Have you applied for a grant for the same project to another organisation?** | ☐ Yes<br><br>Please state which organisation and how much:<br><br>☒ No |
| 15 | **How will the community benefit from the project?** | The Girlguiding community groups will benefit from the sense of togetherness and inclusion that being part of a large-scale event such as the planned Bear Trail evening. By making this affordable |

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| | | to our members we are also ensuring that no child is excluded due to financial pressures.<br><br>Our customised flag and neckerchiefs will be used to promote our Cranbrook-based activities at external events within Exeter (and potentially more widely in Devon) which leads to a sense of belonging within our community.<br><br>Providing each of our volunteers with a compulsory uniform item for use during meetings and events will ensure that all of our volunteers (both new and old) are able to represent their community in up-coming face-to-face events wearing a smart uniform without being penalised financially.<br><br>*Maximum 300 words* |
| **16** | **Are any of the beneficiaries non-residents of Cranbrook?** | ☒ Yes, approximately how many: Around 30 of the 100 children involved in the Bear Trail activity live in Whimple or Broadclyst but the remaining 70 children (plus the vast majority of volunteers) are Cranbrook residents<br><br>☐ No |
| **17** | **Applicants are asked to familiarise themselves with the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.** | ☒ I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months. |

By signing this form, the applicant(s) agree with all the provisions detailed in the Town Council's grants policy, specifically regarding ownership of asset(s) and the requirement to repay funds where these have not been used in accordance with the grant application.

Signed…*signature*…………………….Date…14th April 2023…