# Application form for the

# Girlguiding Anglia property grant

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| Complete this form and send it to Girlguiding Anglia Region Office together with the documents as detailed under the Notes on page 7. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Conditions of the Girlguiding Anglia property grant or loan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. The property must not be subject to any mortgage or legal charge 2. The property must be vested in either The Guide Association Trust Corporation or The Scout Association Trust Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 1 – Details of the applicant** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This application is made by: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| County: |  | | | | | | | | | | | | | | | | Division: | | | | |  | | | | | | | | | | |
| District: |  | | | | | | | | | | | | | | | | Unit: | | | | |  | | | | | | | | | | |
| Total cost of project: | | | | | | | | | | | | **£** | |  | | | | | | | | | | | | | | | | | | |
| Amount of Anglia grant requested: | | | | | | | | | | | | **£** | |  | | | | | | | | | | | | | | | | | | |
| Amount of Anglia loan requested: | | | | | | | | | | | | **£** | |  | | | | | | | | | | | | | | | | | | |
| Name and address of applicant to whom all correspondence will be sent: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Signature of applicant: | | | | | | | | |  | | | | | | | | | | | | | | Date: | | | | | | |  | | |
| Appointment held: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 2 – Details of project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Outline of the project: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| Identify ways this project will help Girlguiding: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Identify the ways the project will offer facilities for members with special needs: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 3 – Details of the property** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Description of the land and buildings: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| Type of structure: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | Age: | | |  |
| Accommodation comprises of: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Section 4 – Legal position regarding ownership** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the property (delete as appropriate): | | | | | | | | | | | | | | | | Freehold | | | | | | | Leasehold | | | | | | | | | | |
| If leasehold, please enclose copy of the current lease and state: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Length of lease: | | | |  | | | | | | | | | Commencement date of lease: | | | | | | | | | | | | | | | | |  | | |
| Annual rent: | | | **£** |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| In whom is the property vested? (delete as appropriate): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Guide Association Trust Corporation | | | | | | | | | | | | | | | | | The Scout Association Trust Corporation | | | | | | | | | | | | | | | |
| Local trustees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If the property is currently vested in local trustees are you  prepared to vest it in one of the above Trust Corporations? | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | |
| Please enclose documentary evidence of the trustees  **NB All property should be vested in trustees** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 5 – Who uses the property** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this a joint scheme with any other organisation? | | | | | | | | | | | | | | | | | | | | Yes | | | | No | | | | | | | | |
| If YES please detail which other organisations are involved? | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
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| AND, explain what each organisation is contributing (money/labour/materials etc) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Give the number of members of Girlguiding who will benefit from this project: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rainbows: | | | | | |  | | | | | | | | | | | Brownies: | | | | | | | | | | |  | | | | |
| Guides: | | | | | |  | | | | | | | | | | | Rangers: | | | | | | | | | | |  | | | | |
| Volunteers: | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Numbers of members of other organisations (including Scouts) who will benefit: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| If the property is a campsite or a holiday home, please specify which and the number of Girlguiding members who have used them during the last 12 months: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Campsite | | | | | | | | | | Holiday home | | | | | | | | | | | (delete as appropriate) | | | | | | | | | | | | |
| Rainbows: | | | | | |  | | | | | | | | | | | Brownies: | | | | | | | | | | |  | | | | |
| Guides: | | | | | |  | | | | | | | | | | | Rangers: | | | | | | | | | | |  | | | | |
| Volunteers: | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | |
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| Numbers of members of other organisations (including Scouts) who have used the campsite/holiday home in the last twelve months: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Members of Scout Association | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Others (specify who) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Section 6 – The present position** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the project at present? | | | | | | | | | Completed | | | | | | | | Partially completed | | | | | | | | | | | | Not yet started | | | |
| If not completed, when do you hope to complete it (if grant given)? | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
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| **Section 7 – Funding the project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Give details of funds already raised or promised; and those applied for, with amounts and sources | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Already raised/promised** | | | | | | | | | | | | | | | | | **Applied for (awaiting decision)** | | | | | | | | | | | | | | | |
| **From whom** | | | | | | | **Amount (£)** | | | | | | | | | | **From whom** | | | | | | | | **Amount (£)** | | | | | | | |
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| **Total** | | | | | | |  | | | | | | | | | | **Total** | | | | | | | |  | | | | | | | |
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| Give details of your fundraising (including amounts and dates raised) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Give details of any proposed methods of raising further money locally: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Please send an up-to-date copy of the fund raising account together with relevant unit/district/division/county accounts for the last two years.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 8 – Annual maintenance/running costs and income** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Expenditure** – give details of expected maintenance/running costs: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rent | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Council tax | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Water rates | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Lighting/heating | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Insurance | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Cleaning | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Repairs and renewals | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Other expenses | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| **Total expenditure** | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| **Income** – give details of expected receipts from: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub letting | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| Other items | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| **Total income** | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |
| **Expected balance** (income less expenditure) | | | | | | | | | | | | | | | | | | **£** |  | | | | | | |  | | | | | | |

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| **Section 9 – Supporting signatures** | | | | | |
| We confirm to the best of our knowledge that the above information is correct | | | | | |
| **Division commissioner:** |  | | **Date:** | |  |
| **County commissioner:** |  | | **Date:** | |  |
| Where application relates to a campsite: | | | | | |
| **County camp adviser:** |  | **Date:** | |  | |
| Where application relates to a holiday home: | | | | | |
| **County pack holiday adviser:** |  | **Date:** | |  | |

**Notes**

Please ensure that copies of the following items accompany this Application (or it will be delayed)

1. A copy of the current lease if the property is leasehold
2. Documentary evidence of the trustees
3. Quotations for the work for this project
4. A location plan and photograph of the property
5. The last two years’ audited accounts for the unit/district/division/county (as appropriate)
6. The latest fund raising account

Complete this form and send it together with copies of the above to:

Finance manager

Girlguiding Anglia Region Office

7 Great Hautbois Road

Coltishall

Norwich

NR12 7JN

Email: [Finance@girlguiding-anglia.org.uk](mailto:Finance@girlguiding-anglia.org.uk)