

# THE GUIDING LIGHT FUND

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## 1. APPLICATION FOR FUNDING

Applications for funding from the Guiding Light Fund are open to all girls who are financial members of Girl Guides Victoria and have been a member for a minimum of one (1) year.

## 2. PERSONAL INFORMATION

GGV ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb / Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

## 3. POSTAL ADDRESS

Same as above  OR  
Address: \_\_\_\_\_  
Suburb / Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Geographical area the project will support: \_\_\_\_\_

## 4. PROJECT AREA OF PRIMARY FOCUS

### Youth

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> Homelessness       | <input type="checkbox"/> Cultural inclusiveness |
| <input type="checkbox"/> Disability services  | <input type="checkbox"/> Community activity | <input type="checkbox"/> Other                  |

### Families

- |   |  |                                 |
|---|--|---------------------------------|
| <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> History and stories | <input type="checkbox"/> Ageing |
| <input type="checkbox"/> Disability services  | <input type="checkbox"/> Other               |                                 |

### Environment

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Greening the community                    | <input type="checkbox"/> Community education | <input type="checkbox"/> Action project |
| <input type="checkbox"/> Waste management / collection / recycling | <input type="checkbox"/> Other               |   |

### Arts, Sport and Education

- |   |
|---|
| <input type="checkbox"/> Community activities to increase participation by disadvantaged groups |
| <input type="checkbox"/> Other  |

### Other

State Category: \_\_\_\_\_

## 5. PROJECT INFORMATION

Project title: \_\_\_\_\_

Project period: \_\_\_\_\_

State date: \_\_\_\_\_

End date: \_\_\_\_\_

Funding amount requested (maximum \$1,000): \_\_\_\_\_

Total project budget (including this money if received): \_\_\_\_\_

## 6. PROJECT DESCRIPTION (no more than 1,000 words)

Please respond to the following points, on the back page of this application:

- \* Provide an overview of the project, including why there is a need for this project and how it will make a difference in your community.
- \* Provide details of the expected outcomes / goals.
- \* Provide details of how you will know the outcomes / goals have been achieved.  
For example: a satisfaction survey of people impacted showed that 90% were very satisfied with the service that this project provided.

## 7. PROJECT COSTS

Provide a breakdown of the costs involved in the project. You must be realistic in your estimates and be able to justify the costs.

| Description of Activity               | In kind or other support*                        | Amount required for project |
|---------------------------------------|--|-----------------------------|
| For example: develop and print flyers | ABC Printing to provide at no cost – value \$100 | \$0.00                      |
| Materials to make thank you gifts     |  | \$50.00                     |
|                                       |  |                             |
|                                       |  |                             |

\* In kind or other support includes time and donations from other sources to assist you in developing and delivering your project, for example: parents, friends or organisations who may provide you with paper, printing and design work to create flyers to support your project.

Other funding sources (please list other organisations or individuals supporting this project and their contributions).

| Name of Funder                    | Amount Received |
|-----------------------------------|-----------------|
| For example: donation from family | \$250           |
| Donation from Local Council       | \$200           |

## 8. PROGRESS REPORTS

A condition of funding is that you will need to provide progress reports on your project. The number of reports will depend on the scale and duration of your project and will be determined by the Guiding Light Fund.

## 9. PROMOTION AND ACKNOWLEDGEMENT

If you are successful in receiving funding you may be required to speak about your project at designated functions. Your project will also be used to promote the Guiding Light Fund.

## 10. APPLICATION CHECKLIST

All sections of this form are complete.

Referee: Please include a reference from a person (other than a relative) or an organisation who is familiar with your project. If your project has not started yet and so you do not have a referee who is familiar with it, you can provide a reference about your ability to undertake a project of that nature.

## 11. DECLARATION

I declare that the information in this application and any attachments provided is true and correct. I agree to the conditions associated with receiving this funding.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 12. HOW TO LODGE THIS APPLICATION

Applications must be received by the Guiding Light Fund by 5.00pm on 30 September each year.

Late applications will not be accepted.

Your application should be sent by email to: [services@guidesvic.org.au](mailto:services@guidesvic.org.au)

You may send in a hard copy application if you have additional documentation. Faxed applications will not be accepted.

Hard copy applications should be sent to:

Guiding Light Fund  
Girl Guides Victoria  
PO Box 827  
South Melbourne Vic 3205

### What happens after I have lodged my application?

- \* You will be sent an email acknowledging that your application has been received.
- \* You may be contacted by a representative of Girl Guides Victoria to provide additional information or to arrange a meeting to discuss your project.
- \* The Guiding Light Fund will assess all applications.
- \* You will be advised in writing of the outcome of your application within one month.

For further information, please email the Guiding Light Fund at [services@guidesvic.org.au](mailto:services@guidesvic.org.au)

FURTHER INFORMATION IN RESPONSE TO POINT 6