



**Purpose of the Fund:** The Guide Development Fund (the Fund) has been established in order to offer financial assistance to develop Guiding in South Australia.

**Authority:** The Board of Girl Guides SA owns this policy and is responsible for the administration of the policy and the Fund.

## **1. Income for the Fund – Proceeds from the sale of assets**

- 1.1. All property and assets are owned by Girl Guides SA including those managed by Regions, Districts and Units.
- 1.2. Upon the sale of any such property and/or asset<sup>1</sup>, the proceeds from the sale may be used to enhance and further Guiding in South Australia.
- 1.3. Following the sale of property and/or assets, the managing Region, District, Unit, or Girl Guides South Australia Inc is reimbursed for any costs incurred from the sale of the property and/or asset.
- 1.4. If the value of the property and/or asset is less than \$5,000 (after the payment of costs incurred), the income is retained by the managing Region, District, Unit, or Girl Guides South Australia Inc.
- 1.5. Where the proceeds from the sale of property and/or assets exceed the value of \$5,000 (after the payment of costs incurred), the proceeds of the sale of the assets may be retained by Girl Guides South Australia Inc. and/or directed into the Fund.

## **2. Using the Fund to develop Guiding**

- 2.1. Units, Districts, Regions and other parts of the state organisation may apply to the fund for financial assistance to develop Guiding. Applications must be supported by the relevant region or state department and countersigned by the District, Region, Department Manager or State Commissioner (where relevant)
- 2.2. Access to the Fund may be requested as a grant, a loan or a combination of both. The proposal could include improvement or repairs to a Guide property, purchase of camping equipment or development of a local initiative. A request for relocation costs can be made for active units moving to another venue.
- 2.3. Access to the Fund may be requested for the purposes of opening units where new units have a minimum of two leaders (one of whom must be a current financial member) and five youth members attached to it. A maximum of \$5,000 may be requested for this purpose and requests must be submitted prior to any expense being incurred.

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<sup>1</sup> Assets may include property, balances of bank accounts and other belongings.



### **3. Applications to the Fund**

- 3.1. All applications must be on the correct form and should be forwarded to the Chair of the Board for consideration at Board level. Applications must be made prior to any expense being incurred. Retrospective applications will not be considered.
- 3.2. Units, Districts, Regions or other parts of the State organisation must complete the form in full, include all requested supporting documentation and have authorisation from the District or Region leader where appropriate.
- 3.3. The Board will assess all applications on their merit and has the authority to approve or decline any application in part or in full. All applicants will be notified of the outcome in writing.
- 3.4. The Board may impose conditions or request further information from an applicant. Conditions may include (but are not limited to) an expectation of matched funds in fundraising, payments in the form of a loan, additional financial reporting, or the provision of assessment reports.
- 3.5. Where payments are made in the form of a loan, the term will be a maximum of three years and will be confirmed upon approval of the application.

### **4. Further Information**

- 4.1. The Unit, District, Region or State is fully accountable for the use of the funds. Quarterly progress reports may be requested and a full final report (including a financial statement) will be required 1 month following the completion of the project.
- 4.2. It is a policy of Girl Guides SA not to approve payment of funds to Units, Districts or Regions who have outstanding debts to Girl Guides SA or in cases where financial books have not been audited for the previous year.
- 4.3. Units, Districts or Regions making an application to the fund must show that they are sustainable.



APPLICATION DETAILS	
Unit, District, Region or other part of State organisation making the application:	
Contact person responsible for the application: Name: Postal Address: Phone: Email:	
Number of Guides in Unit, District or Region	
Number of Leaders in Unit, District or Region	
What is the total amount of funds being sought from the Guide Development Fund?	
What other sources of funds are being used to fund the project e.g. grants, fundraising?	
Who will be directly responsible for the project? (if not the person named above) Include name, postal address, phone, email.	
<p>On a separate document provide:</p> <ul style="list-style-type: none"><li>• a full description of the project, emphasising how Guiding will be developed in your Unit, District, Region or State.</li><li>• For building work - Copies of any plans or diagrams, evidence of approval of development applications, where relevant</li><li>• For equipment purchases – quotes and product information</li><li>• a budget for the project</li><li>• a copy of your most recent audited statement</li><li>• a timeframe or project plan including expected completion date</li></ul> <p>Please provide as much information as possible to show the Board that the project is well planned and provides value for money.</p>	
<p><i>Acceptance</i> <i>I understand that if our project is approved, we are fully accountable for the use of money provided from the Guide Development Fund. I agree that all conditions applied by the Board will be followed, including submission of final reports 1 month after completion of the project (including financial statements).</i></p>	
Signature of Person directly responsible for the project	
Date	



REFERENCE DETAILS	
Person endorsing the Project: Name: Role: Postal Address: Phone: Email:	<i>Suitable people would be district, region or state managers</i>
I confirm that the person responsible for this project: <ul style="list-style-type: none"><li>• Is a current adult financial member of Girl Guides South Australia Inc.</li><li>• Has a current valid National Police Check</li></ul>	<i>Yes / No</i> <i>Yes / No</i>
I confirm that the unit, district, region or state department responsible for this project: <ul style="list-style-type: none"><li>• Has submitted audited financial records for the most recent financial year</li><li>• Has no outstanding debts due to Girl Guides South Australia Inc</li></ul>	<i>Yes / No</i> <i>Yes / No</i>
Signature of Region/District Manager	
Date	

OFFICE DETAILS	
Date submitted to Chair of the Board	
Date discussed by Finance Committee	
Comments	
Recommended to Board	<i>Yes / No</i>
Date discussed at Board	
Conditions (if applicable)	
Project approved	<i>Yes / No</i>
Date	



<b>FINAL REPORT (Due 1 month following completion of the project)</b>	
Name of Unit, District, Region or other part of the State organisation:	
Report prepared by:	
Name of project:	
Completion date of project:	
Amount of funds provided by Guide Development Fund (GDF):	\$
Total cost of project:	\$
Number of Guides in Unit, District or Region	
Number of Leaders in Unit, District or Region	
<b>Attach financial statements including</b> <ul style="list-style-type: none"><li>• copy of original budget</li><li>• record of actual expenditure</li><li>• record of all income including payment/s from GDF and other sources</li><li>• Evidence of expenses including receipts, invoices and accounts</li></ul>	
<b>Final Report</b> On a separate document provide: <ul style="list-style-type: none"><li>• A description of the completed project, detailing any differences between the original application and the final outcome</li><li>• Photos of the project</li><li>• A description of how this project has developed Guiding in your Unit, District, Region or the State, and what continuing improvements you can see for the future</li></ul>	