



INTOPS Participants

Guidelines for Grant Applications

You might find the following helpful when applying for grants for an INTOP experience.

- Remember that you are asking someone who probably doesn't know you to give you money - you won't be the only person asking them for money so you need to sell yourself. No-one has any obligation to give you money.
- Write a general letter which can be adjusted as necessary and sent to any grant giving organisation.
- Find out who in the organisation is responsible for giving grants and address them by formally by name e.g Dear Mr/Mrs/Miss/Ms Smith, unless you know them personally.
- In the letter include:
 - Your name, both first name and surname
 - Your Guide / Ranger unit and information about any other unit you help with
 - A description of the International Opportunity you have been chosen for and how much you have to raise in order to participate
 - A description of any service you will be giving and / or how the trip will add to your own development
 - Your appreciation of any grant they are able to give you
 - A pledge to feed back on the trip when you return
- When you have completed the trip compile a short report including photos if appropriate and send to everyone who supported you financially.