



## Harlow District Scout Council Grants Factsheet and Application Form

### Introduction

Harlow District Scout Council administers a range of Funds to support the development of Scouting across Harlow. Grants are available for various purposes. All applications must come from a Scout Group and not from individual members or their parents/carers/family.

### Before you start

Please read through both this factsheet and the application form before you start, and make sure you have all the necessary information before filling the application in. If you are not sure about anything, please email the District Treasurer at [HarlowTreasurer@gmail.com](mailto:HarlowTreasurer@gmail.com)

### About our Funds

Harlow District Scout Council administers 4 different funds:

- A Training Fund;
- A District Development Fund;
- A World Jamboree Fund; and
- The DC's Fund

Details of these funds are outlined below.

#### The Training Fund

*"A fund covering all aspects of training and development for Scout Leaders of the Harlow Scout Movement, which will actively support and promote the development of skills which will be of benefit to the District as a whole"*

- Limited to adult members
- To support adult members with their own personal development, for instance:
  - Qualifications in adventurous activities, e.g. sailing, canoeing, climbing, mountain leadership
  - Campfire leader
  - Advanced First Aid
  - Other activities as agreed by the grant approval panel

Note: Wood badge and First Response training are funded separately by County.

Grants will be awarded for skills development which will be of benefit to the District, as well as to the member's own Group. As a guide, a successful applicant will commit to using these skills for the District (which may include for the benefit of a different Group) at least twice in the first year of the award.

Limits: Maximum grants of £100 per individual fees, or 50% of costs whichever is the lower amount. Matched funding is always sought. Grants must be agreed prior to expenditure, but paid on sight of receipts/invoices.

### **The District Development Fund**

*"A fund to provide financial support to projects that will extend, develop and enhance the quality of Scouting provided to young people and adults across Harlow & District"*

- Things we will fund:
  - Projects aimed at developing Harlow Scouting's image within the community
  - District projects aimed at the recruitment of new adult volunteers
  - Development planning events
  - Supplement grants for recipients eligible for a County Start up grant
  - Capital equipment for the promotion of Scouting

Limits: Only one application per Group per financial year allowed. Maximum grants of £250 per event, or 50% of costs whichever is the lower amount. Matched funding is always sought. Grants must be agreed prior to expenditure, but paid on sight of receipts/invoices.

### **The World Jamboree Fund**

*"The World Jamboree Fund provides financial support for youth members of the Harlow Scout Movement to attend the World Scout Jamboree"*

- Limited to youth members under the age of 18 years
- Limited only to funding for attendance at the World Scouts Jamboree

Limits: Grants to a maximum of £300 per individual. Grants above this will be considered under exceptional circumstances. It is expected that participants will fundraise the remaining costs to finance their journey to the World Jamboree.

Note: There is no form for this fund, awards will be made by the District Executive Committee on notification of selection to attend the event.

### **The DC's Fund – supporting Scouting for all**

*"To assist deserving individual members of the Harlow Scout Movement under the age of 18 years. Grants may be given towards the costs of camp fees, Scout uniform, travel to Scout events or any other agreed purpose."*

- Limited to youth members under the age of 18 years
- To support purchase of uniforms, camps and events in the UK (not the World Jamboree, which is supported through the World Jamboree Fund)
- Support for costs of other events including travel costs, for individuals in financial hardship
- Any other purpose considered worthy of support by the DC, benefitting a youth member.

Limits: Maximum grants of £50 per individual for camp fees, or 50% of costs whichever is the lower amount. For other purposes a maximum grant of 50% of costs is the norm. Matched funding is always sought. Applicants must provide evidence of financial hardship for beneficiaries. No information is ever shared and all applications are treated in full confidence.

## Scout HQ Guidance on “financial hardship”

[From HQ “How to apply for a Grant” April 2016]

Evidence that can help you make best judgement of ‘financial hardship’ would be if a family is in receipt of one of the following:

- Free school meals\*
- Income Support
- income-based Jobseeker's Allowance
- an income-related employment and support allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs\*
- Working tax credit
- Universal Credit
- Housing Benefit
- the Guarantee element of State Pension Credit

\* Free school meals are provided to all pupils in the lower years of primary schools in England and Wales, so the other indicators are more valid in these circumstances.

### **Sending in your application**

Your application form needs to be signed by the applicant, which will normally be the Group Scout Leader or Section Leader. As the form needs to be signed, the original application form needs to be posted to the address specified below. If you have the facility, a signed form can be scanned and emailed.

### **Waiting for a decision**

Applications to receive grants from these funds will be considered 2 times per year and will be assessed by an Approval Panel, consisting of three members of the District Executive (including the DC). On receipt of the application you will be advised when the next panel is due to meet and if appropriate an ad-hoc meeting will be called for exceptional circumstances. You will normally be advised of the success of your application and receive payment within 2 weeks of the review or on sight of receipts/invoices if appropriate.

### **Grant payment**

In most cases, we prefer to pay grants by cheque. We do not make grant payments to individuals, except in very particular circumstances. We expect to pay funds directly into the Bank/Building Society account of the Scout Group.



## Grant Application form

Please complete all the relevant sections, writing clearly.

For Office use only	
Date rec'd	
Ref. No.	
Grant approved	

### Part 1 – ALL APPLICANTS TO COMPLETE

Full Scout Group/Unit Name										
Section (tick all that are appropriate)	Beaver Scouts	<input type="checkbox"/>	Cub Scouts	<input type="checkbox"/>	Scouts	<input type="checkbox"/>	Explorer Scouts	<input type="checkbox"/>	Scout Network	<input type="checkbox"/>
Name of Contact Person										
Address for correspondence										
Role										
Phone Number(s)	Day					Evening				
Email address										

### Part 2 – Purpose of the grant ALL APPLICANTS TO COMPLETE

Below is a list of the available funds. Please tick only **one** of the items for which you are applying:

- Training Fund
- The District Development Fund
- The DC's Fund

Now complete the relevant section on the following pages.

**(A) Training and Development Fund** (complete relevant parts for your need)

**All Training Courses:** (for example for Qualifications for adventurous activities, sailing, canoeing, climbing, mountain leadership, Campfire leader, Advanced First Aid, Other activities as agreed by the grant approval panel).

Course/Qualification	Dates	Venue	Cost	Amount of local funding support available	Grant requested
Anticipated number of members who will attend the course					£
Names of members who will attend the course					

**Your travel Costs**

Public transport cost	£	Travel Grant requested	£
Route			
Car Mileage	@ 28p/ml =		

**The benefit to be gained**

Please outline how it is proposed the grant will benefit the District and your Group.

**On completion, proceed to Part 3**

**(B) The District Development Fund – developing Scouting across Harlow & District**

Request grant for (please tick only one):

What do you want financial support for? Please provide full details of the event/project.	
What is the full cost of the event?	£
Group Contribution	£
<b>Total Grant requested</b>	£

**Outcome expected**

Please outline the anticipated outcomes for the proposed grant and how this will benefit the District and your Group.

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**On completion, proceed to Part 3**

**(C) The DC's Fund – supporting Scouting for all**

Request grant for (please tick only one):

- Uniform costs  UK Camp  Member(s) with Special Needs   
 Other personal expenses

What do you want financial support for? Please provide full details.			
Provide details of the members who you are requesting financial support for	Full name	Age	Personal/Family Circumstances which indicate financial hardship
What is the full cost per person of the item(s)?	£		
Funds raised to date	£		
Personal contribution (if any)	£		
Further anticipated fundraising	£		
<b>Total Grant requested</b>	£		

Budget or other breakdown/evidence of full costs

**On completion, proceed to Part 3**

### Part 3: Declarations

#### **FOR ALL APPLICATIONS**

I believe that the above information is true and accurate. Any information with regard to an individual member(s) financial circumstances is based on my personal knowledge of the individual or the family. I confirm that the named person(s) are current members of The Scout Association.

For individuals requesting a grant in support of all types of personal development training: The named individuals requesting grant support understand and agree that in return for this funding, they are expected to carry out their role for a minimum of two years, in order that others may benefit from the training received. The successful applicant will commit to using these skills at least twice in the first year of the award. This has been discussed with the individuals, if not the Contact person.

Name of Contact person (Please PRINT):		Role:	
Signature of Contact person:		Date	
Email Address			

- Please check that you have completed all the relevant parts of the application form.
- Please check that all additional information is attached, where requested.
- Please copy the application form and keep one safely for yourself.

Your application **MUST** reach District at least 4 weeks prior to any event/course or camp.

Please send your completed application form to:

**Tony Mitchell, Harlow District Treasurer, 1 Bury Road, Old Harlow, CM17 0ED**

Fund applied for			
Amount of Grant approved		Date	
Approved by			