



HQ Grant Application Form

Introduction

The Development Grants Board (DGB) administers a range of Funds to support the development of Scouting across the UK. Grants are available for various purposes and groupings, whilst others support individual members who maybe experiencing financial hardship in being involved in Scouting activities. Please refer to the Factsheet FS 185080 for full details of all the Funds. All applications must come from a Scout Group/District/Area/County or Region and not from individual members or their parents/carers/family. Some Funds are also open to members of Girl Guiding UK.

We review the state of play of our Funds twice a year at our meetings, including our application processes, so if you have had this form for more than 6 months, contact us or visit our website to check that you have the most up-to-date form. This version was released in March 2010.

Before you start

Please read through both the 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 call the Scout Information Centre Tel: 0845 300 1818, or the DGB Administrator Tel: 020 8433 7121.

Sending us your application

Your application form needs to be signed both by the person applying and endorsed by the appropriate Line Manager (e.g. the DC for a Group application, the AC/CC/RC (Scotland) for a District application and a England Regional or a Chief Commissioner for a County/Area or Scottish Region). If the role is vacant, an appropriate nominated person may endorse the application. This is to ensure you are also receiving whatever local support is available and that the Line Manager is aware of what is happening and supports the application. Where possible, we would hope that local Scouting would also seek to support the application with some local funds where these are available.

As the form needs to be signed, the original application form needs to be posted or faxed to us. If you have the facility, a signed form can be scanned and emailed to us also. We do hope that in time, we can move to a fully on-line application form.

Waiting for a decision

All applications are reviewed within a few days of being received and given a Reference number. Any correspondence we have with you will include this number, which you should quote in response – this way we are able to deal with your application or query much quicker.

In making a decision about your application, various people will be involved – HQ staff and volunteers, including some specialists, where this is appropriate. This sharing of information and any discussions which follow do take a little time. We aim to make a decision and get back with the outcome to you, within 4 weeks of receipt of your application, for most Funds.

The general exception to this is a Major Development Grant of over £2,000. All such bids are discussed at the DGB meetings held twice a year, in May and November. The outcomes of these applications are decided by the full Board.

Grant payment

In most cases, we prefer to pay grants by electronic transfer (BACS), although a cheque payment can be made. 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/District/Area/County/Region.

Reporting back to us

All recipients of a grant will be required to report back at some stage, telling us how the money was spent, who benefited and what difference was made by having the grant. This allows the DGB to report back to our external supporters and to the Association's Trustees, and demonstrates accountability for the monies available in the Funds. You may wish to prepare for making your report by recording what you do, who participated, evaluating what you did, what individuals achieved, along with preparing accounts.



HQ Grant Application form

Please complete all the relevant sections, writing clearly.
This form will be photocopied.

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

Part 1 – Contact (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		
Scout District											
Scout County or Region (Scotland)											
Registered Charity Number (if applicable)							RN/RAF recognition number				
Name of Contact Person											
Address for correspondence											
Role within applicant body											
Phone Number(s)	Day					Evening					
Email address											

Part 2 – Eligibility for a HQ Grant (ALL APPLICANTS TO COMPLETE)

In order to be eligible for a grant, applicants must satisfy certain standard conditions. All questions must be answered 'Yes', to be eligible.

We are registered to receive Gift Aid

Yes No

Our Scout Group/Unit is Co-educational:

Yes No

We have an appropriate functioning (Scout) Executive Committee

Yes No

We have a bank/building society account to pay any grant provided into

Yes No

Please give details of the bank or building society into which we would pay the grant:

Name of bank or building society			
Name of the Account			
Sort Code			
Account number/Roll Number			

Part 3 – Your Accounts (talk to your Treasurer if not sure about this part) (ALL APPLICANTS TO COMPLETE)

If your section/Group has been operating less than 15 months, you may not be able to provide this information from your Annual Report & Accounts. Instead, provide us with a short financial budget for the next 12 months.

The figures below are (tick one): from most recent Annual Accounts Budget for next 12 months

Total income (A)	£		
Total expenditure (B)	£		
Surplus or deficit (A less B=)	£		
Total savings or reserves at year end	£	Savings or reserves held for specific items/purposes	£

Please send a copy of your most recent Annual Accounts with your application

Part 4 – Purpose of the grant **ALL APPLICANTS TO COMPLETE**

Below is a list of all the things which are eligible for funding. Please tick only **one** of the items for which you are applying as the grant may be made from different Funds which have specific criteria:

Section 1: (Development & Promotion)

- Start up grants for all new youth section(s)
- Development planning events, where the outcome is a new Development Plan (for Districts, County/Area or Scottish Regional levels)
- Section Development event (Cubs & Network)
- Capital equipment to promote Scouting
- Small project aimed at the recruitment of new adult volunteers/DC or GSL Support
- Training Adviser recruitment, retention and support
- Major, long-term development projects, which may include the employment of a paid Development Officer(s)

Section 2: (Non-Wood Badge Adult Training)

- Equipment to support the delivery of adult training e.g. computers, data projectors, Resusi- Annies, flipcharts
- Training for Young Leaders, Executive and other committee members
- Training for trainers
- Training workshops to help users understand the Membership database, 'Programmes Online' and other HQ website resources and tools
- Minibus driver training and assessment (D1+E) and MIDAS courses
- Support to support Activity Assessors training and updates
- Technical Advisers to support Assessor Workshop
- Attendance at a Permit Assessment Course
- Attendance at DofE Expedition Assessor or training course

Section 3: (Participation for members)

- Also available to GGUK members*
- Support for members in financial hardship to purchase uniform*
- Support for members in financial hardship to attend camps/events both in the UK*
- Support for opening a new Group in a recognised area of social deprivation
- Support for Explorer Belt Expeditions
- International community development projects
- Hosting a Group from abroad in the UK
- Support for members in financial hardship to attend camps/events abroad* (not World Jamborees)
- Support for the development of Special Needs scouting, and support for individual members with special needs to participate in activities

Section 4: (Sea & Air Scouting/Water Activities)

- Sea Scout and Air Scout Groups, both 'recognised' and 'non-recognised', purchasing boats/equipment
- Sea Scout and Air Scout Groups, both 'recognised' and 'non-recognised', undertaking training courses
- 'Non-recognised' Sea Scout Groups and all Air Scout Groups, undertaking a building project
- Water Activity Teams/Centres undertaking volunteer training, or purchasing boats/equipment

Section 5: Access to premises

- Support to provide access to Scouting premises for those members with special needs and the public

General Advice

If what you need funding for is not on the above list, then it is very unlikely that we will be able to provide any funds. The list of priorities does change from time to time, so please ensure you have the most up-to-date information. For general advice and support on fundraising, please contact the Fundraising Team or go to their website at www.scouts.org.uk/fundraising

Next step

Providing you have only ticked **one** of the boxes above, then look at which Section that item is part of, and proceed to that Section in the following pages e.g. you wish to attend a Permit Assessment course for hillwalking - go to Section 2, and complete the details there.

All applications need to also complete Section 6 – Declarations.

Please send 'The Applicant' page, appropriate Section completed and Section 6, with any appropriate supporting information.

Section 1: Development & Promotion

a) Purpose of application (tick one)

New Section(s) Start Up		Training Adviser Recruitment & Retention	
Development Planning event (Group/District/County)		Capital equipment for the promotion of Scouting	
Country/Regional Development Sectional event (focusing on Cub Scout or Scout Network)		District Commissioner/Group Scout Leader Support event	
Local small adult recruitment event		Long term major development project (perhaps including employment of staff)	

b) Your Project

What needs have you identified?	
What are you aiming to achieve?	
What are you doing or have planned to do, in order to achieve what you want?	
How will you measure your success?	
When do you plan to start/finish your project/new section? N.B. Start Up grants for new Sections maybe backdated a maximum of 6 months from date of receipt.	
Who will be participating in the project and how many? Include Scout members and non-members if appropriate but distinguish between them	
How do you propose to use the grant to benefit the project?	

c) Finance

All Sources/Amounts of income		Items/Costs for project	
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
Total Income	£	Total Costs	£
Grant requested	£		

On completion, proceed to Section 6

Section 2: Non-Wood Badge Adult training (complete relevant parts for your need)

a) Grant request to support purchase of **Capital Equipment** to support the delivery of Adult/Leader Training.

Item	Number	Total Cost	Funds from local sources	Grant requested	Grant Award (Office Use)
		£	£	£	£
		£	£	£	£
		£	£	£	£
		£	£	£	£
		£	£	£	£
Totals		£	£	£	£

b) Please explain the need for the equipment above, detail its planned use and how many people will benefit from its use.

Item	Planned use and number of people it will benefit

c) **All Training Courses:** (for example for YL's, Non-Wood badge training for Leaders, Activity Assessors, Activity Permit Assessment courses, DofE Assessor support, Training for Trainers, and Trustee & Committee members).

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

Your travel Costs

Public transport cost	£	Travel Grant requested	£
Route			
Car Mileage	@ 35p/ml =		

(Please tick below as appropriate) **ACTIVITY ASSESSORS GRANTS ONLY**

If course already attended, invoice or Course/Qualification Certificate enclosed

To claim travel grant, enclose Tickets or fuel receipts

Participant(s): Where the application is for a specific individual(s), please provide membership details:

Full Name	Role	Membership Number

On completion, proceed to Section 6

Section 3: Participation for members

Request grant for (please tick only one):

- Uniform costs UK Camp International experience Member(s) with Special Needs
 Other personal expenses New Group in area of deprivation Hosting International group in UK

What do you want financial support for? Please provide full details including dates..			
Provide details of the members who you are requesting financial support for (include adults and young people) Please note that general block grants for a whole party are not provided. Advice: Just saying 'Student' or 'Single parent family' does not necessarily indicate financial hardship – personal information will be treated as strictly confidential. Best information to provide is evidence of receipt of a 'means tested benefit' of some kind (e.g. free school meals)	Full name	Age	Personal/Family Circumstances which indicate financial hardship
What is the total number of participants in your party?		How many are paying the full costs?	
What is the full cost per person of the item(s)?	£		
Funds raised to date	£		
Personal contribution (if any)	£		
Further anticipated fundraising	£		
Total Grant requested	£		

Please attach the following information where applicable. Please tick if enclosed:

- Full Camp/Event Itinerary Budget or other breakdown/evidence of full costs

On completion, proceed to Section 6

Section 4: Sea & Air Scouting

a) Grant request

Item for which grant is requested	Total cost of item	Local contribution towards item	Grant requested
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total costs of item(s)	£	Total Grant requested	£

b) Technical information

- a) Where an application is for equipment or training, please give full details and provide details of provider.
b) Give details of all Scout Permits, qualifications and experience you have within your Group to ensure any equipment being bought can be used safely and meets the requirements specified by the Association.

c) Maintenance of equipment and other assets

How will you ensure that the on-going running costs, insurance and on-going maintenance of this equipment and other assets purchased with the grant, will be met?

d) The benefit to be gained

Please outline how it is proposed the grant will benefit your Group and, in particular, young people and over what time. (Please note that grants will NOT usually be awarded for one-off events, as Funders seek long term benefit to be evident.).

On completion, proceed to Section 6

Section 5: Access to premises

Are the premises/building Leasehold or Freehold?		Address of premises	
If Leasehold please state	Date when lease commenced		
	Length of lease		
	Name of Lessor		
	Annual Rent		
If neither freehold nor leasehold give details of the arrangements under which the property is made available			
Has planning permission been granted (if required)?			
In whom is the property vested or to be vested?	The Scout Association Trust Corporation	Yes/No	
	Local Trustees on behalf of the Group	Yes/No	
	If local Trustees, are you registered with Charity Commissioners/OSCR?		
	Please quote your Registered Charity number		
Which company insures the premises/building and for how much is it insured for?			
Please give a description of the specific work to be funded and supply 3 estimates where appropriate			
When is it hoped the works will begin/be finished?			
Total cost of all the building work being carried out (if larger project than grant sought)	£		
Cost of works for which you are requesting support	£		
Money in hand for this element of the project	Source	Amount	
		£	
Anticipated amount of grants from other sources for this part of the project	Source	Amount	
		£	
Amount of grant requested	£		
What benefits do you hope to achieve from this project?			

On completion, proceed to Section 6

Section 6: Declarations

FOR ALL APPLICATIONS

Please provide information on any previous grants from The Scout Association over the last 3 years.

Date of previous grants/loans	Reference No (if known)	Amount	Purpose

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 or GirlGuiding UK, where appropriate.

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. This has been discussed with the individuals, if not the Contact person.

Name of Contact person (Please PRINT):		Role:	
		Membership No.	
Signature of Contact person:		Date	

As the Responsible Commissioner to the above, I fully support this application for a HQ Grant and, with my Executive Committee, have sought to provide some financial support for this project from our own resources/reserves, where available.

Name of Responsible Commissioner (Please PRINT):		Role:	
		Membership No.	
Signature of Responsible Commissioner:		Date	
Email Address			

- Please check that you have completed all the relevant parts of the application form.
- Please ensure you are sending a copy of your most recent Annual Accounts.
- Please check that all additional information is attached, where requested.
- Please ensure that the application form is signed by the relevant Commissioner – failure to do so will hold up processing your application form.
- Please, please – copy the application form and keep one safely for yourself.

Your application **MUST** reach HQ at least 4 weeks prior to any event/course or camp. Retrospective applications are generally not accepted, with the exception of some Training grants. We endeavour to reply to all applications within 4 weeks.

Please remove the uncompleted Sections of the form and send your completed application form to:
DGB Grants Team, The Scout Association, Gilwell Park, Bury Road, Chingford, London, E4 7QW
 email: dgb@grants.org.uk

Amount of Grant approved		Date	
Approved by			