



HAMPSHIRE COUNTY SCOUT COUNCIL GRANT POLICY AND PROCEDURE

1. Introduction

- a. Hampshire County Scout Council (HCSC) aims to provide every young person aged 4 to 25 years old and adult volunteers the opportunity to participate in Scouting activities and expeditions (events) irrespective of any special needs.¹ In some cases, individuals may be unable to meet some or all of the event costs. To ensure that no one is excluded from attending events on financial grounds, HCSC has established and administers a Grant Awarding process to allow qualifying members of the Scout County to take advantage of grant² funding which represents funds made available to the County Grants Awards Panel (CGAP) to be given to those who meet certain criteria. The funding is known as the Hampshire Scout Opportunity Fund and is a restricted fund (Funds so restricted may only be used for this purpose).
- b. Grants are available for up to 50% of the participant's costs to a maximum of £300 in any 12 months, and additional support may be given for extreme hardship cases.
- c. The County Grant Awards Panel (CGAP) is responsible for awarding event/activity grants and managing associated funds. It is responsible to the County's Board of Trustees (the Board) through its Finance sub-committee. The CGAP is chaired by the Deputy County Chair or County Chair in lieu.

2. Who can apply

- a. All members of Hampshire Scouts who have a genuine case for financial support in order to enable them to attend an Expedition or activity either as a participant or leader/supporter.
- b. Young people who live outside Hampshire but are members of Hampshire Scouts.
- c. Where an applicant is a member of a Group and/or District, they can still apply but will be expected to show that they have already sought funding/financial assistance from local sources including through personal fundraising.

¹ Special needs refer to the individual requirements of a person with a disadvantaged background or a mental, emotional, or physical disability or high risk of developing one.

² A grant is defined as a sum of money given by HCSC to an individual for the purpose of enabling them to attend an event and which they are not expected to pay back unless the circumstances of the case require it.

- d. Grants are primarily intended to support young people in Scouting but may also be made to adult volunteers where a grant allows them to support Scouting for young people that would otherwise not take place.
- e. To receive a grant, members and/or their families should be in a position of:
 - i. Genuine sustained hardship i.e. Meeting the qualifying criteria for free school meals/Ever 6.
 - ii. Exceptional short-term hardship i.e. Short-term unemployment, awaiting payment of benefits.
 - iii. Hardship combined with multiple siblings also taking part in Scouting activities.

Note that evidence of hardship will be required, but that all grant applications and payments will be treated as strictly confidential. Hardship cases will be judged in accordance with the Scout Association's rules that define financial hardship.

3. How to apply

- a. Application for a grant must be made on the appropriate grant application form that can be provided by the County Office or downloaded from the County website. Applications must be made for named individuals, not for Sections, Groups, or Districts.
- b. The applicant should personally complete the form wherever possible, although an appropriate person may give assistance.
- c. The form should be completed fully, providing clear information relating to the event being undertaken, together with information on costs and methods of fundraising being utilised.
- d. For camp events domestically or internationally, the Event Leader is to endorse the form and forward it to the County Office, keeping a copy for their own records, which must be destroyed after the event.
- e. Funding is available for any Group, District, County, National or International event.
- f. Multiple applications may be made from any individual in any calendar year for different events/activities, but no more than £300.00 will be awarded per individual in any 12 months, unless there are extenuating circumstances as approved by the County Lead Volunteer, Chair of the Grants Committee and County Treasurer. A confidential process has been established to record, and track all applications, whether successful or unsuccessful.

4. When to apply

- a. Grants will be awarded for:
 - i. Camp or event fees
 - ii. The purchase of mandatory uniform items
 - iii. Costs to undertake other Scouting activities.

Grants will not be awarded for the payment of Membership Subscriptions as it is expected that local Scout Groups have policies in place to provide support for payment of subsidy of Membership Subscriptions

- b. For applications to be considered fully by the CGAP, applications must be submitted as soon as possible and at least 12 weeks in advance of the date of the event or payment deadline date, to ensure a decision is taken in enough time.
- c. The CGAP will meet at least four times a year, but more often if the need arises.

5. Application and decision-making process.

- a. The County Office will log all applications.
- b. Anonymised applications will then be sent to the CGAP Chair, who will carry out an initial review of the application.
- c. Only County Office and the CGAP Chair will know the applicant's name; personal information will NOT be available for other CGAP members.
- d. Once the CGAP Chair has reviewed the application, they will discuss it with the event leader with specific reference to the applicant's ability to pay, including, where applicable, evidence that the applicant's Group and District are also providing grant money. This will determine if the applicant has a genuine case for financial assistance.
- e. If the CGAP chair assesses that an applicant should be considered for an award, the CGAP will review it. Where the Chair is uncertain about an application, it must be reviewed by the CGAP.
- f. Grants will only be awarded to individuals to enable them to attend a specific event.
- g. The CGAP may decide to award the full amount applied for or recommend a lower grant depending on the information provided by the applicant.
- h. If approved, the applicant will be informed by County Office who will make arrangements for payment. In most cases, the payment will be made directly to the event's treasurer and credited to the participant. In extreme cases, payment will only be made to an applicant's bank account.
- i. If not approved, the applicant will be informed in writing by County Office.

- j. The decision of the CGAP will be final, and no appeal may be made.
- k. Whilst HCSC will aim to ensure that grants awarded are done so consistently across all events, the amount awarded may be reduced where an event has many applications. In that case, priority will be given to supporting those who have demonstrated the greatest need.
- l. HCSC may refuse grants at any time and if funds are exhausted.

6. Available Grant Funds

International Opportunity Fund

Grants for attending an international trip will be drawn from a specific Event Opportunity Fund. This fund will be filled by adding 2.5% to the fees of all participants, and any Expedition Refund that equates to less than £10 per individual will be paid into this fund.

Hampshire Scouts Opportunity Fund

A pool of money will be set aside annually by the Finance sub-committee for use as opportunity grant funding.

County General Funds

Where the above grant funds do not have sufficient funds to ensure no one is excluded from attending an event on financial grounds, bids are to be made directly to the Board, who will allocate money from appropriate alternative funds. Other County funds may also be made available to ensure no one is disadvantaged.

7. Returning grant money

Pre-event:

Where an individual has been awarded grant money, and they subsequently do not attend the event for medical or other reasons, that money must be paid back to HCSC in full. The only exception to this is in circumstances where the funds paid are not fully refundable.

Post-event:

If an individual is awarded a County grant and monies are returned to the participants after the event, the event leader is to ensure that HCSC is repaid before any monies are returned to the participant.

8. Governance

CGAP membership

The CGAP consists of a Chair (usually the Deputy County Chair) and a core team of people, including a minimum of two under 25s. Additional people can be asked to join for specific events or when a panel member may have a conflict of interest.

CGAP accountability

The CGAP is accountable to the Board's finance sub-committee. The sub-committee will periodically review CGAP decisions to ensure consistency but will not interfere with CGAP decisions on awarding grants. Where the sub-committee has any concerns about the CGAP, in the first instance they are to be raised to the County Chair and County Treasurer.

Date Policy Approved: 16th September 2025

Signed:

A handwritten signature in black ink, appearing to read 'S Thomas', with a horizontal line underneath.

County Chair

Date for next Review: - September 2027