



**HAMPSHIRE COUNTY SCOUT COUNCIL
GRANT POLICY AND PROCEDURE
V2.2 March 2020**

1. Introduction

The Hampshire County Scout Council's (HCSC) Grant Policy provides the overall criteria and controls for the following types of grant funding that is available to members and associate members of Hampshire Scouts from County funds:

- **Activity Leadership Courses.** The County Grants Awards Panel (CGAP) will approve up to 50% grant funding to cover the cost of Activity Leadership Courses for Adults and Young People who will use these activity skills to benefit the Young People involved in Scout activities in Hampshire.
- **Development Grant Funding.** To be eligible for the following funding, a Group or District must have their District Commissioner's written approval before Hampshire Scouts Growth and Development Officers will commence a project. Once approved, for each new Section opened in Hampshire County, they may apply for up to £200 for a new Section Grant. When a new Scout Group is opened, Hampshire will provide a grant of up to £500. These grant payments must be matched by the Section or Group's own District.
- **Event or International Activity Grants.** The maximum grant available for an Event or International Activity (not including Hardship / Opportunity Grants) will be limited to £100 or 5% of the cost whichever is the lesser amount. This is in order to ensure that the limited funds available can benefit as many people as possible.
- **Opportunity (Hardship) Funding.** HCSC aims to provide every young person aged 6 to 25 years old and adult volunteer the opportunity to participate in Scout activities and expeditions ('events') irrespective of any additional needs¹. 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 CGAP to be given to those who meet certain criteria. This Opportunity Fund will use the hardship funding criteria issued by the Scout Association (As detailed below). The funding is known as the Hampshire Scout Opportunity Fund and is a designated fund which may only be used for this purpose.

Grants are normally available for up to 50% of the participant's costs, but additional support may be given for extreme hardship cases.

¹ Additional needs refer to the individual requirements of a person with a disadvantaged background or a mental, emotional, or physical condition 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.

➤ Opportunity Grants will be awarded for:

- Camp or event fees.
- The purchase of mandatory uniform items
- Costs to undertake other Scout 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

To receive a grant, members and/or their families should be in a position of one of the following:

- Genuine sustained hardship – for example meeting the qualifying criteria for free school dinners.
- Exceptional short-term hardship (eg. Short-term unemployment, awaiting payment of benefits).
- Hardship combined with multiple siblings also taking part in Scout activities.

Evidence of hardship may be requested, 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.

<https://members.scouts.org.uk/supportresources/4774>

2. Who can apply.

- a. All members and associate members of Hampshire Scouts who have a genuine case for financial support.
- b. Young people who live outside Hampshire but are attending a Hampshire County run event may apply for a grant, but priority will be given to Hampshire Scouts.
- c. Where an applicant is a member of a Group and/or District, they can still apply but they will be expected to demonstrate that they have sought funding from local sources including from their own Group or District, and through personal fundraising.
- 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.

3. How to apply.

- a. Applications for grants must be made on the appropriate grant application form available on the Hampshire Scouts Grant Portal, or from the County Office. Applications must be made for named individuals, not for Sections, Groups, or Districts.

County Grant Webpage:- [Members.hampshirescouts.org.uk/grants/](https://members.hampshirescouts.org.uk/grants/)

- 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 utilized.

d. When completed, the form will be automatically sent to the County Office for recording, they will arrange for the Event Leader, Unit or similar to provide an endorsement (if one is not provided already), before submitting the form to the Chair of the CGAP.

e. Funding is available for any Group, District, County, National or International events.

f. Multiple applications may be made from any individual in any calendar year for different events/activities. No more than £250.00 will be awarded per individual in any calendar year, or for any particular trip/expedition, unless there are extenuating circumstances as approved by the County Commissioner, Deputy Chair and County Treasurer. A confidential process has been established to record, and track all applications, whether successful or unsuccessful.

4. When to apply.

a. For applications to be considered fully by the County Grants Award Panel (CGAP), applications must be submitted as soon as possible and at least 12 weeks in advance of the date of the event, to ensure a decision is taken in enough time.

b. The CGAP will meet four times a year as a minimum, but more often if the need arises.

5. Application and decision making process.

a. The County Grant Awards Panel (CGAP) is responsible for awarding and approving 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.

b. The County Office will log all applications.

c. Applications will then be sent to the CGAP Chair, who will carry out an initial review of the application.

d. Only County Office and the CGAP Chair will know the applicant's name; personal information will NOT be available for other CGAP members.

e. 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.

f. If the CAGP Chair assesses that an applicant should be considered for an award it will then be reviewed by the CGAP. Where the Chair is uncertain about an application, it must be reviewed by the CGAP.

g. Grants will only be awarded to individuals to enable them to attend a specific event.

h. The CGAP may decide to award the full amount applied or recommend a lower grant depending on the information provided by the applicant.

i. If approved, the applicant will be informed by County Office who will make arrangements for payment to be made. In most cases the payment will be made directly to the event's treasurer and credited to the participant. Only in exceptional cases will payment be made to an applicant's personal bank account.

j. If the application is not approved, the applicant will be informed in writing by the Chairman of the CGAP.

k. The decision of the CGAP may be Appealed once where an application is not approved. The County Commissioner and County Chairman will review any Appeal and their decision is final.

l. Whilst HCSC will aim to ensure that grants are awarded 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.

m. HCSC may refuse grants at any time – for example, if funds are exhausted.

6. **Available grant funds.**

a. **Event Opportunity Fund.** Grants for attending a major Event or Expedition will be drawn from a specific event Opportunity Fund. This fund will be provided by adding 2.5% to the fees of all participants and any Expedition surpluses that are not required to replenish the County Event Contingency Fund.

b. **Hampshire Scouts Opportunity Fund.** A pool of money will be set aside annually by the Finance sub-committee for use as Opportunity Grant funding.

c. **General Event Fund.** Young people on the County's Board of Trustees and other interested parties will work to maintain a general event fund by fundraising activities. At the end of the year, the previous twelve months of fundraising will be assessed, and funds collected will be allocated to events that are taking place over the next twelve months by the fundraising group.

7. **Returning grant money.**

a. **Pre-event.** Where an individual has been awarded grant money and they subsequently do not attend the event for medical or any other reasons, that money must be paid back to HCSC in full if the event fees are returned to the individual in the event of cancellation.

b. **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.**

a. **CGAP membership.** The CGAP consists of a Chair (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. The County Commissioner, County Youth Commissioner and County Chairman have Ex-Officio rights to attend the meetings.

b. **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 these are to be raised to the County Chair and County Treasurer.

Signed: Paul Bell

County Chair

Date for next Review:- March 2021