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# Funds & Grants Policy

**Petworth & Pulborough  
Scout District**

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## Purpose

This document details the various funds held by Petworth & Pulborough District Scout Council (“The District”) and the general terms and conditions for use of these funds. Where appropriate it also details the application process(es) required for the grant-making funds.

## General Policy

The District Trustee Board are responsible for ensuring that all the funds held by the District are used solely for the benefit of and to support and promote the development of Scouting in Petworth & Pulborough District. They are also responsible for ensuring that the rules of The Scout Association (as laid down in POR), the requirements of the Charities Act and the District Financial Management Policy are adhered to.

The District Finance Committee is responsible for overseeing the administration and management of the District finances. They will make recommendations relating to financial matters to the District Trustee Board for discussion and final approval. They will also make recommendations (to the District Trustee Board) with regards to any applications received for funding.

Where applications are made for grants, they are subject to the funds being available in the appropriate fund. In addition, it should be noted that in all cases the decision of the District Trustee Board regarding the level of funding is final and binding. There is no appeals process unless it can be demonstrated that the District have failed to follow due process.

The individual funds, level of funding and the terms and conditions for the use of the funds will be subject to annual review by the District Finance Committee and the District Trustee Board.

## Types of Funds

Charities can have four different types of funds:

Type of funds	Description of funds
Endowment	These are funds which the trustees are legally required to invest or to keep and use for the charity’s purposes.
Restricted	These are funds where the trustees are bound by conditions that have either been imposed by donors or by the terms of an appeal. Therefore, the funds can only be spent in line with the restriction. It is important that these funds are kept separate from other funds.
Designated	These are funds that arise when the trustees decide to set some of the unrestricted funds aside for a special purpose.  Trustees are free to transfer into and out of designated funds, however, the decision to make transfers should be made prior to the charity’s financial year end and should be documented.
Unrestricted	These are funds that the charity trustees may spend in accordance with its constitution.

### Endowment Funds

The District does not have any endowment funds.

### Restricted Funds

Any grants received by the District will be treated as restricted funds. In addition, any fundraising relating to World Scout Jamboree participants are accounted for as restricted funds.

## Designated Funds

The District Trustee Board has identified a number of designated funds:

Name	Purpose	Type	Source of Funds
Minibus Fund	Funds to support the management and operations of the District minibus	Administrative	Allocation from general District funds and District minibus hire fees
Badges Fund	Funds generated from sale of badges to the District	Administrative	Badge sales
14-24 Fund	Funds to support activities for 14-24 year old members, including Explorer Units, Young Leaders, Network and DofE	Administrative	Unit subscriptions, activity fees, etc
SASU Fund	Funds raised by Scout Active Support for the benefit of Scouting in the District	Administrative	Fundraising
Activities Fund	Funds to support District organised activities, including Petworth Park Camp	Administrative	Activity fees
International Fund	Funds to support individuals attending international Scouting events, including young people and/or adult Contingent/Unit Leaders selected to represent the Scout Association at a World Scout Jamboree.	Grant-making	Allocation from general District funds  [Note: WSJ fundraising will be handled separately as Restricted Funds]
Inclusion Fund	Funds to ensure that cost is not a barrier to young people or leaders in accessing adventurous, innovative, high-quality Scouting events	Grant-making	Allocation from general District funds
District Development Fund	Funds to promote and support the overall development of Scouting in the District, including adult training	Grant-making	Allocation from general District funds and ring-fenced funds from closed Groups/Units

Further details of the grant-making funds, including eligibility criteria, are given in Appendix 1.

### International Fund

The International Fund is funded by allocations from general funds. In 2023, the Trustees agreed an allocation to this fund which is anticipated to be sufficient funds for 2024/25 to 2026/27. However, this will be reviewed annually.

### District Development Fund

The District Development Fund is funded by allocations from general funds and also ring-fenced funds from closed Groups/Units which will be held for 5 years. Currently ring-fenced funds are:

£728 until Sep2027 (Poseidon ESU)

£13,970 until Sep2029 (Ashington Group)

If a Group/ESU re-opens within a 5 year period, typically the Trustee Board will provide the ring-fenced funds as start-up support. After 5 years, remaining funds from closed Groups will typically be released to the District Development Fund and funds from closed ESUs will typically be transferred to 14-24 Fund.

## Unrestricted (or General) Funds

These are funds held by the District to support the day-to-day running of Scouting in the District. As a general rule and to demonstrate best practice these funds will usually be allocated against specific costs as part of the annual budgeting process undertaken by the District.

Typically, these funds are used for the following:

- Supporting the District Team to deliver and provide District activities and events for our young people.
- Funding for Chief Scouts Awards and other presentations etc.
- Thanking and rewarding our adult volunteers.
- General running costs to ensure that good governance is maintained.
- Essential expenditure such as insurance(s) etc.
- Administration costs and other expenses incurred by members of the District Team to undertake their duties and fulfil their responsibilities.

Reserves are the part of a charity's unrestricted funds that are freely available to spend on any of the charity's purposes. These are funds which are held to cover any unbudgeted or emergency expenditure. The funds can also be used to cover any overspend on budgeted expenditure. In addition, and in exceptional circumstances (and subject to approval from the District Trustee Board) they can be used to cover any shortfall in any of the ring-fenced or designated funds

In accordance with the District Financial Management Policy the District Trustee Board will endeavour to ensure that surplus funds are kept to a minimum and do not exceed the Reserves Policy specified in the Financial Management Policy.

## District Grant Application Procedure

Applications should be sent to the District Chair (via [grants@pandpscouts.org.uk](mailto:grants@pandpscouts.org.uk)) who will consult with the District Finance Committee, including the District Lead Volunteer. Under normal circumstances applications should be received at least 6 weeks before a District Trustee Board Meeting and at least 28 days before the commencement of any course/event. An exception is applications for the International Fund, which must be received by 15<sup>th</sup> January of the year the request is for. In exceptional circumstances these requirements may be waived.

The District Finance Committee will assess applications and make a recommendation to the District Trustee Board. Under normal circumstances a decision will be made (at their meeting) based on the information provided. In exceptional circumstances or where further information is required a decision may be delayed until a later date. It should be noted that the decision of the District Trustee Board is final and binding.

Applicants can normally expect to be advised of the outcome of their application within 14 days of the District Trustee Board Meeting. Normally any terms and conditions of any grant will be detailed at the same time.

Grants will be made by bank transfer, usually into a Group/Unit account.

All monies awarded must be used for the purpose they were applied for. As proof (and for record purposes) it will normally be necessary to provide copies of invoices/receipts to the District Treasurer.

## Alterations to the Policy

This Policy will be subject to regular review to ensure that it is up to date and continues to meet the needs of Scouting in Petworth & Pulborough District. Any changes that are considered necessary to this Policy will be recommended to the District Trustee Board for their approval at the conclusion of any review.

Version 1

Approved: 26Feb2024

Last Reviewed: 07Oct2024

# Appendix 1: District Grant-Making Funds

# International Fund

## Helping young people and adults to attend international Scouting events

The International Fund is a grant-giving fund for individuals from Petworth & Pulborough District taking part in Scouting events abroad.

The International Fund is drawn from the Petworth & Pulborough District reserves built up from fundraising, donations and other sources of funding.

Petworth & Pulborough District wish to promote adventurous, innovative, high-quality international Scouting events accessible to all. The International Fund endeavours to ensure that cost is not a barrier to young people and leaders in accessing these transformational experiences.

### Who can apply?

Both young people and adults from the District who are attending Scouting events abroad are eligible for this fund.

### What can be funded?

Subject to the following criteria (in order of priority), the International Fund can be used to support any individual from Petworth & Pulborough District taking part in an international Scouting event:

- Any young person selected for WSJ, subject to sufficient funds being available, we aim to provide 10% of the cost or £500 (whichever is lower).
- Any young person going on a Scouting event abroad, we aim to provide up to 10% of the cost or £100 (whichever is lower).  
No contribution for adult volunteers, if they are already subsidised by the young people. Any grant will be a maximum of 10% of the cost or £100 (whichever is lower), subject to ratio of 1:6.
- Up to a maximum of 10% or £100 (whichever is lower) (funds permitting) towards adult volunteers attending UK Contingent run events (e.g. WSJ, Roverway, etc), as either IST or Contingency Leadership Team

The final level of funding will be based on a recommendation by the District Finance Committee to the District Trustee Board for their final approval. All eligible individuals will receive the same level of funding for a particular event. However, it should be noted that the final level of funding (in percentage terms) may vary from event to event.

### How to apply?

The funds are automatically awarded to eligible young people attending the World Scout Jamboree and there is no formal application process. Subject to sufficient funds being available (in the fund) all individuals are entitled to receive up to a maximum of 10% of the cost or £500 (whichever is lower). Payments will go towards initial payment, due soon after selection.

For all other applications, the application form must be completed and sent to [grants@pandpscouts.org.uk](mailto:grants@pandpscouts.org.uk). All requests should be submitted by 15th January of the year the grant is requested for.

### Grant conditions

In the event that a particular applicant is unable to attend the event (for any reason) then the funding they have received must be returned to the District. Alternatively, the funds can be transferred to a reserve/replacement individual from the District attending the same event.

Applicants are only eligible for one grant award in a financial year.

### Other potential sources of funding

There are several other potential sources of funding that individuals and leaders should explore, including:

West Sussex Scouts International Grants [[www.westsussexscouts.org.uk/leaders-resources/grants-and-loans-policy](http://www.westsussexscouts.org.uk/leaders-resources/grants-and-loans-policy)]

Leslie Sell Charitable Trust - This independent Trust Fund makes small grants to Groups to help with the cost of making repairs, purchasing sundry items of equipment, or trips in the UK or overseas [[www.lesliesellct.org.uk/](http://www.lesliesellct.org.uk/)]

UK Scout HQ Grants: International Fund for Non-UKC Events

Benevolent funding may also be available from County and District (Inclusion Fund) to support an eligible individual.

# Inclusion Fund

## Helping young people and adults to meet the costs of Scouting

The Inclusion Fund is a grant-giving fund to enable adults and young people in financial need to participate in Scouting activities for example attending a District, County, national or international Scouting event, or to support local Group to help subsidise membership subscriptions, equipment or uniform to ensure no one is excluded from Scouts due to their financial circumstances or for having additional needs.

The Inclusion Fund is drawn from the Petworth & Pulborough District reserves built up from fundraising, donations and other sources of funding. Both young people and adults are eligible for this fund.

Petworth & Pulborough District wish to promote adventurous, innovative, high-quality Scouting events accessible to all. The Inclusion Fund endeavours to ensure that cost is not a barrier to young people and leaders in accessing these transformational experiences.

### What can be funded?

The fund can be used to fund any individual from Petworth & Pulborough District taking part in a Scouting event or activity, to assist with the cost of membership subscriptions, uniform, equipment or clothing to enable participation in adventurous activities, nights away or international experiences. We will also help to fund specialist equipment or support required for a young person or volunteer with additional needs so they can take part in an activity or event.

For events we may fund up to 50% of the cost of the event/activity/subscription/item, up to a maximum of £500, per individual.

The fund is not aimed at financing whole group block applications purely to reduce the cost of the overall trip or subscription, unless the entire group is in hardship, in which case it will be necessary to detail how each individual member meets the criteria.

### Who can apply?

Any member of Petworth & Pulborough District with a particular financial or additional need can apply (financial need is defined as the difference between what it costs and what the applicant can afford to pay or can reasonably be expected to fundraise).

The fund will allow us to support individual members in financial need, something which can be a difficult subject to discuss with young people, parents, and leaders. Evidence

that can help make best judgement of 'financial need' would be if a family or individual fulfil one or more of the criteria below, but these criteria are not restrictive, and all applications will be considered:

- Total household income level below £30,000\*
- Young person or adult in Part Time work
- 18 – 25-year-olds in full-time education
- Living in an area recognised as IMD 1 – 3
- Young carer (recognised by relevant authorities)
- Looked after child (in care)
- Free school meals\*\* or pupil premium funding
- Income Support / Income-based Jobseeker's Allowance / Income-related employment and support allowance / Universal Credit / Working tax credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and annual income does not exceed £16,190 as assessed by HMRC
- Housing Benefit
- Disability Living Allowance (related to the young person or parent)
- Guarantee element of State Pension Credit
- Physical/mental health issues (applicants own)
- Recent redundancy (of applicant or next of kin, within 12 months)
- Young person in need of additional support in the form of a carer.

\* This is not a cap and is aimed to be indicative of who might be eligible for funding

\*\* 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

### How to apply?

Any of the following can send an application to [grants@pandpscouts.org.uk](mailto:grants@pandpscouts.org.uk):

- Parents on behalf of a Squirrel, Beaver, Cub, Scout or Explorer.
- Leaders on behalf of a young person, for example, if a leader knows a family may be financially challenged but due to their personal values are unlikely to seek assistance themselves.
- Explorers or Network Members on behalf of themselves.
- Adult volunteers from the District on behalf of themselves when facilitating a camp, event or international experience for a young person(s) in the capacity of a Leader, Member of the International Service Team, Contingent Management Support Team or as One to One Support for a young person with additional needs and simultaneously expected to fund their own participation.



# District Development Fund

## Helping to grow Scouting in Petworth & Pulborough District

The District Development Fund is a grant-giving fund to promote and support the overall development of Scouting in Petworth & Pulborough District, including (but not limited to) adventurous activity training. Petworth & Pulborough District is keen to encourage and support the training and development of those wishing to lead adventurous activities and events within Scouting in the District.

The District Development Fund is drawn from the Petworth & Pulborough District reserves built up from fundraising, donations and other sources of funding. Groups, Units and individuals are eligible for this fund.

### What can be funded?

These funds can be used (but are not restricted to) for the following:

- Specialised external courses which will provide benefit to Scouting in Petworth & Pulborough District. For example, qualifications in adventurous activities, such as climbing, archery, target sports, paddle sports, caving, mountain leadership, hillwalking, campfire leader, expedition advanced first aid.  
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.
- District public relations and recruitment resources and materials etc.
- High profile “one off” public relations District activities and events.
- Development planning events.
- Providing financial support to new Scout Groups and opening of new Sections in the form of start-up grants.

The final level of funding will be based on a recommendation by the District Finance Committee to the District Trustee Board for their final approval.

### Who can apply?

Any adult member of the District, or any Group/Unit or District team looking for support to develop and expand Scouting in the District.

### How to apply?

Applications should be sent to [grants@pandpscouts.org.uk](mailto:grants@pandpscouts.org.uk). Under normal circumstances applications should be received at least 6 weeks before a District Trustee Board Meeting and at least 28 days before the start of any course.

### Grant conditions

Grants must be agreed prior to expenditure, but will be paid on sight of receipts/invoices

Matched funding is always sought, when appropriate.

Maximum grants of £250 per application, or 50% of costs whichever is the lower amount.

If a recipient fails to attend or complete a course then the full amount of the grant becomes immediately repayable to the District.

The District will not grant funds for any ‘retakes’ of end of course tests/exams, nor will they grant funds to the same individual within 12 months to re-sit the same course.

If a member leaves Scouting within 12 months then the full amount of the grant becomes immediately repayable to the District.

Applicants (individuals, Groups or Units) are only eligible for one grant award in a financial year.

### Other potential sources of funding

There are several other potential sources of funding that individuals and Groups/Units should explore, including:

West Sussex Scouts Startup Grants [[www.westsussexscouts.org.uk/leaders-resources/grants-and-loans-policy](http://www.westsussexscouts.org.uk/leaders-resources/grants-and-loans-policy)]

UK Scout HQ Grants: Training and Permits Fund - Grants to help people gain permits and lead activities [<https://www.scouts.org.uk/volunteers/running-things-locally/grants-and-funds-for-your-local-group/grants-from-ukhq/training-and-permits-fund/>]

Leslie Sell Charitable Trust - This independent Trust Fund makes small grants to Groups to help with the cost of making repairs, purchasing sundry items of equipment, or trips in the UK or overseas [[www.lesliesellct.org.uk/](http://www.lesliesellct.org.uk/)]