

Grant Application Guidelines

1. Introduction and Purpose

1.1. The grants sub-committee is a sub-Committee (s-c) of the Area Scout Executive Committee.

The grants dispersed by the s-c are intended to support the training of adults in Scouting, across a wide range of experiences. The s-c also makes grants for the purchase of equipment.

1.2. These guidelines are the main policies of the grants scheme and the criteria that will be used to assess applications.

2. Who is Eligible to Apply for a Grant?

2.1. Any Member, Section, Group, District or the Area may apply, within the following guidelines.

2.2. Applicants must hold a bank or building society account in the name of Scout body making the application.

2.3. There is no limit on the number of training grants that a Member, Section, Group, District or Area may make.

2.4. All applications for grants towards activity qualifications must be discussed with the AAC (Activities) before the application is made.

2.5. In respect of applications for general equipment, only one application in a twelve month period may be made. The exception to this rule is where the equipment is purchased for a strategic purpose aimed at the development of Scouting within the Area.

3. What Can Be Funded?

3.1. As a guide the following list indicates the kind of training for which an application may be made.

Adventurous activities, First Aid, and Governing body qualifications.

3.2. Applications for Wood Badge training will automatically be paid and no application is necessary. The grants s-c will seek to pay up to 50% of the cost of the training.

3.3. The grants s-c will consider funding other training courses up to 50% of the cost.

3.4. 50% of travel costs incurred in attending training courses outside the Area boundaries.

3.5. Projects involved with adult recruitment and the development of Scouting will be eligible for grant aid.

3.6. Equipment grants will be considered for all items of camping equipment, safety equipment, training equipment and IT equipment.

3.7. Equipment grants will be limited to £150.00 per Section, Group, or District per year.

3.8. Where there is a clearly demonstrated strategic purpose the grants s-c may exceed the normal level of grant award.

4. What Cannot Be Funded?

4.1. The training of youth members will not normally be funded unless the training is specifically required to obtain an activity qualification.

4.2. Financial support for personal benefit.

4.3. Personal items of clothing, equipment or kit.

- 4.4. On-going administration costs.
- 4.5. Expenditure which has been made before the grant is applied for.
- 4.6. Replacement, repairs and ongoing maintenance.
- 4.7. Catering and hospitality.
- 4.8. Medals and trophies for competitions and events.
- 4.9. Domestic or International expeditions, camps or jamborees.
- 4.10. Any course / activity with a fee of less than £10.00.

5. Assessing Applications: What Will the Sub-Committee Look For?

- 5.1. There is a clear need for the grant.
- 5.2. The costs and level of grant requested are realistic and represent value for money.
- 5.3. In relation to all applications that full details are provided on the application form and where necessary the [grant application supplement form](#).
- 5.4. The grants s-c will always consider a case where there is genuine hardship.
- 5.5. The grants s-c will sympathetically consider any application which strategically develops Scouting.

6. When to Apply

- 8.1. The grants s-c meets on a regular monthly basis. Dates of the meetings are shown on the [Area Web-site](#). All applications should be forwarded to the Area Office at least one week before the advertised next meeting date.

7. Helping You to Complete the Application Form

- 7.1. There are two separate forms:
 - a) [Training and Activities](#).

- b) [Equipment and Events](#).

- 7.2. You must use the correct form.
- 7.3. The form has been designed with two purposes in mind:
 - a) To provide the s-c with all the information they need to make a decision.
 - b) To collect essential information about your application that will be used by the s-c to monitor the scheme and the awards made.
- 7.4. Include all the relevant facts to 'sell' your application to the s-c and make clear why you want the grant. If you need help or have a query contact one of the members of the s-c. You should include any documentation to support the application, in particular: - Budgets, Estimates, list of attendees, etc.
- 7.5. You should keep a copy of your application for your own reference.

8. What Happens Next?

- 8.2. If you are successful you will receive a letter or e-mail informing of the details of the exact amount of the grant.
- 8.3. If you are unsuccessful, you will receive a letter informing you of the reasons.
- 8.4. The grant will be paid upon production of a receipt to show the monies have been expended. In relation to training grants a letter or certificate indicating completion of the training must be provided. Originals will be returned after copying.
- 8.5. In relation to equipment grants the purchases should be made within one month of the approval being notified to you.

9. Contacts

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