

HQ Grant Application form

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

Applicant Body

PLEASE PRINT IN CAPITALS

Who should we contact for more information on the grant application?

Scout Group	52ND READING SCOUT GROUP		
Scout District	READING CENTRAL		
Scout County/Area or Region (Scotland)	ROYAL COUNTY OF BERKSHIRE		
ID Number (from Registration or Census)	01211	Registered Charity Number (if applicable)	N/A
Name of Contact Person		Membership Number	
Address for correspondence (including postcode)			
Role			
Phone Number(s)	Day		Evening
Email address			

Eligibility for a HQ Grant

In order to be eligible for a grant, applicants must satisfy certain standard conditions. If the answer to any of the questions below is 'No' please provide an explanation.

We are registered to receive Gift Aid	Yes	X	No	
Our Scout Group/Unit is Co-educational:	Yes	X	No	
We have an appropriate functioning (Scout) Executive Committee	Yes	X	No	
We have a bank/building society account for Grant payment	Yes	X	No	

Your local scout finances (Please X one or more of the following)

Accounts are required to process all applications. Please ensure any account information submitted displays the balance of the accounts. Ensure that if a reserves policy, restricted fund or designated fund is in force details of this are submitted with the accounts.

I attach a copy of our latest Annual Report and Accounts from the AGM	X
Our Group is less than 12 months old and has no Annual Report. I attach a copy of our latest Bank Statement or a working budget	
Our Annual Report (above) is more than 12 months old – I also attach an updated draft balance sheet or bank statement	

General purpose of grant

Please indicate which category you are seeking a grant for (Please **only** tick one):

If the grant purpose you are applying for does not appear on this list the Development Grants Board is unlikely to fund it. Please contact the team at UK HQ with any queries.

Development planning event		Leadership & Management project	
To purchase capital equipment to promote Scouting (Groups excluded)		Preparing young people to be active citizens	
Adult/youth local recruitment project		Working with minority communities project	
Contributing to social change		Opening new Group in area of community development/deprivation	

UK Camp/activities		Convalescence after illness	
Uniform costs		Career training	
Support for member with 'special or individual' needs		Other personal/group need	
Volunteer expenses		Grants are not provided for Membership Fees, local subscriptions or for non-members	

Sea or Air Scout Training/ Experiences for young people		Sea or Air Scout Training for adults	
To purchase equipment for Sea and Air Scouting			

Non-Wood Badge Training Events		First Aid Training Events	
Trainer Training Events		Young Leader Training Events	
Executive Committee Training Events		Training Workshops for COMPASS and programme online	
Minibus Training (D1+E and MiDAS)		Equipment to support Training	

Activity Assessor Training		Technical Adviser Training	
Permit Assessment		DofE Assessor Training	

Explorer Belt Expedition Support		International Community Development Projects	
Hosting Group from abroad in the UK		Support for members in financial hardship to attend camps/events abroad (not world jamborees)	

Previous grants

(Please detail any grants received by the Individual, Group, District or County/Area/Region (in Scotland) from the Development Grants Board in the last 5 years).

Date (mm/yy)	Purpose
(e.g. 09/2012)	(e.g. Grant to replace outboard motor of safety boat)

Purpose of the Grant

<p>Please state the purpose of the grant application</p>	<p><i>(e.g. The grant is to purchase three new kayaks so that the Group can allow more young people to take part in kayaking activities in the summer months)</i></p>
<p>Please outline the benefit of the grant to the Applicant Body and local Scouting <i>How will impact on the young people and adults involved? How will it grow and develop Scouting towards Vision 2018?</i></p>	<p><i>(e.g. The grant will allow more young people to go kayaking and learn the skills for activity badges; the Group will be able to attract more young people as with increased capacity for activities)</i></p>
<p><i>If applying for equipment for Sea or Air Scouting:</i> Please give details of the relevant Scout permits, qualifications and experience within your group to ensure safe use of equipment in line with the policies and rules of The Scout Association</p>	<p><i>(e.g. The Group leadership team hold three permits for water activities.)</i></p>
<p><i>If applying to purchase equipment:</i> How will you ensure ongoing running costs, insurance and maintenance of this equipment for future use?</p>	<p><i>(e.g. The Group Executive has allocated some of our fundraising income for the purchase of the kayaks. Maintenance of all Group Boats is fundraised for and carried out by the Group Scout Active Support Unit.)</i></p>
<p>How will you measure success for the use of this grant?</p>	<p><i>(e.g. The Group will measure success by the number of young people able to take part, and the number of activity badges awarded.)</i></p>

[Add further rows if required or attach separate sheet]

If the grant application concerns specific individuals please provide the following details:

Name	Age	Membership Number	Circumstances of deserving individual
<i>(e.g. David Wilson)</i>	<i>(e.g. 13)</i>		<i>(e.g. Oldest child of 3, single parent family, mother has part-time job. Receives free school meals.PL in Scout Troop.)</i>

[Add further rows if required or attach separate sheet]

Please add any additional information in support of your grant application here:

(e.g. quotes for the purchase of kayaks, details of permits held by leaders)

Grant payment Details

Grants are normally paid to a scout unit account, not to an individual. Please give details of the bank or building society into which we would pay the grant. A letter/email with a BAC's Remittance will be sent to the applicant if an award has been agreed and payment has been made.

These details **MUST** be completed in order to process the grant.

Name of bank or building society	SANTANDER		
Name of the Account	52ND READING SCOUT GROUP		
Sort Code	09-07-24	Account or Roll Number	90637086

Costs

Please provide full details of total costs and other local contributions received or planned. These can be personal contributions, local reserves or other external funding received or requested.

Please attach evidence of costs (e.g. invoices/quotes for equipment) to the application.

Item	Total cost (£) (e.g. £230)	Local contribution		Grant requested Max 50% of total cost
		Source	Amount	
(e.g. camp fees, equipment, training courses)	(e.g. £230)	(e.g. County funds)	(e.g. £115)	(e.g. £115)
Totals				

*For Camps/Activities only

What is the total size of the party from your Group/Unit attending the event together?	Youth members		Adult members	
How many participants are paying the full fee?				

ACTIVITY ASSESSORS GRANTS ONLY: Your travel Costs

Public transport cost	£	Total Grant Requested	£
Car Mileage	£		

For training courses please provide the following details

Course/Qualification	Date	Venue

Please attach all relevant evidence of these costs; this may include:

Full camp/event itinerary	Budget or breakdown of costs
Equipment cost quotes	Training cost quotes

Declarations: I believe that the above information is true and accurate.

Signature of Applicant		Date	
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As the District/County/Regional (Scotland) Commissioner to the above, I fully support this application for a HQ Grant and, with my Executive Committee we have sought to provide some additional financial support for this application from our own resources/reserves, where available.

*RC signature is only required in Scotland, or for County Grants in England.

Name of DC/CC or RC (in Scotland) (Please PRINT):			
Signature of DC/CC or RC (in Scotland):		Date	

Please send your completed application form to: dgb@scouts.org.uk or post to:

DGB Grants Team, The Scout Association, Gilwell Park, Bury Road, Chingford, London, E4 7QW

- Please check that you have completed the application form.
- Please ensure you are sending a copy of your most recent Annual Accounts (no more than 12 months old).
- Please check that all additional information is attached, where requested.
- Please ensure that the application form is signed by the relevant Commissioner (DC for Group or Explorer Unit applications, County/Area/Region for District applications, and Region/Country for County/Area/Regional applications – 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. We endeavour to reply to all applications within 4 weeks.

Office Use:

Amount of grant recommended		Date	
Approved by			
Notes			