

## **Application Guidance**

### **Purpose**

The Scottish Development Fund exists to provide financial support to projects that will extend, develop and improve the quality of Scouting provided to young people across Scotland. The fund does not support the attendance at training courses for individuals or attendance at International Events/Camps.

### **Scope**

The Scottish Development Fund does not set any particular restrictions for which funding may be provided. However, priority will be awarded to applications that focus on the main strands of the Scottish Headquarters Strategic Plan as follows:-

1. Recruitment and retention of adult volunteers and young people.
2. Improving (internal and external) communications
3. PR / Promotion / Image Development
4. Practical support for local Scouting
5. Sustainability and growth beyond 2007
6. Developing People

All applications should be able to demonstrate outcomes that meet one of the above aims and how Scouting will be enhanced as a result of the project. The full detail of the Strategic Plan can be found at [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)

### **Type**

Three types of grant may be awarded as follows:-

- ❖ Small Grant – A small grant application process aims to provide simple, fast access to small scale financial support for individuals building capacity for adult training and the assessment of adults for Scout activities. Support is available as follows:
  - Category A – Building Capacity – Scout Association Training
    - Attendance at Trainer Training Courses i.e. Modules 27-34
    - Activity Authorisation Training and Assessment
  - Category B - Nationally recognised Governing Body Instructor Courses
    - RYA/BCU/MLTS/BOF/SNOWSPORTS

Small grants will be capped at 1/3 of the total costs up to a maximum grant of £200 except when the cost relating to an externally accredited course is higher. Any application where the total cost exceeds £800 must be submitted using the standard grants programme.

- ❖ Standard Grants

Grants are available up to a maximum of £2500. All applications will only be part funded and applicants must state how the balance of funding will be achieved. In exceptional circumstances a grant exceeding £2500 may be available to assist with a longer term project in order to secure external matched funding. This requires the endorsement of the Depute Chief Commissioner (Development) who will provide guidance and a special application form. Contact should be made initially with Scottish Headquarters.

## Support

All applications require the support of the Group, District and Regional Scout Council in terms of both practical and financial resources. Applications that are not supported in these terms are unlikely to be successful unless it can be demonstrated why local support is unavailable.

All applications require appropriate endorsement. Please use the table below to identify supporting requirements.

Project Type →	Development Project	Adult Training	Specialist Activities
Applicant Body ↓			
<b>Group</b>	<ul style="list-style-type: none"> <li>✓ Group Scout Leader or District Commissioner</li> <li>✓ Assistant Regional Commissioner (Development)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Group Scout Leader or District Commissioner</li> <li>✓ Assistant District Commissioner (Adult Training)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Group Scout Leader or District Commissioner</li> <li>✓ Regional Activities Adviser</li> </ul>
<b>District</b>	<ul style="list-style-type: none"> <li>✓ District Explorer Scout Commissioner/Scout Network Leader or District Commissioner</li> <li>✓ Assistant Regional Commissioner (Development)</li> </ul>	<ul style="list-style-type: none"> <li>✓ District Explorer Scout Commissioner/Scout Network Leader or District Commissioner</li> <li>✓ Assistant Regional Commissioner (Adult Training)</li> </ul>	<ul style="list-style-type: none"> <li>✓ District Explorer Scout Commissioner/Scout Network Leader or District Commissioner</li> <li>✓ Regional Activities Adviser</li> </ul>
<b>Region</b>	<ul style="list-style-type: none"> <li>✓ Assistant Regional Commissioner (Development)</li> <li>✓ Regional Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assistant Regional Commissioner (Adult Training)</li> <li>✓ Regional Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>✓ Regional Activities Adviser</li> <li>✓ Regional Commissioner</li> </ul>

## Financial Information

- ❖ Small Grants – A quote detailing the total cost of the event must be submitted along with all applications.
- ❖ Standard Grants – A copy of the most recent certified accounts must be submitted with each application, except in the case of recently formed Groups.

Failure to supply the above information will disqualify the application.

## Timing

Applications may be submitted at any time and they will be considered as follows:-

- ❖ Small Grants
  - A decision for small grants will be made within 14 days from receipt
  - This is subject to all the relevant criteria being available and accurate
- ❖ Standard Grants
  - The Development Grants Committee normally meet four times annually in March, June, September and December. Dates of meetings are available from Scottish Headquarters and will be placed on the SHQ Website. Applications must be at SHQ 14 days prior to this time.

## **Evaluation**

If your application is successful you will be issued with an evaluation form that should be completed once the project is complete.

## **Other Funding**

Scottish Headquarters has restricted funding available for Abatement for the Annual Membership Fee for Needy Groups and Special Needs Provision and information about these funds is available by making contact with the Programme and Development Executive at Scottish Headquarters. In addition a variety of funds are available at UKHQ by contacting the Scout Information Centre on 0845 300 1818.

## **Next Stage**

Applications should be made using the application pack and sent for the attention of the Development Grants Committee at Scottish Headquarters The Scout Association, Fordell Firs, Hillend, Dunfermline, Fife, KY11 7HQ