

Funding local development projects by The Development Grants Board



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This factsheet provides guidelines on making an application for funding from the Development Grants Board.

Established in 2001, The Development Grants Board has the remit to receive and decide upon grant applications to assist local Scouting development projects.

Application forms for grants are available by contacting the Development Team at Gilwell Park. People considering applying for funding are encouraged to contact the Development Team at Gilwell Park to discuss their proposals in outline and receive any necessary support before making an application.

Grants available

Three different Grants are available from the Development Grants Board:

Start Up Grants

A specific sum of money is set aside each year to support the setting up of new Sections. Applications for this grant of £100 should be made on the application form that is available from the Scout Information Centre (0845 300 1818), from Field Development Officers in England or from the Development Team at Gilwell Park. Forms can also be downloaded from Scoutbase at www.scoutbase.org.uk/hq/development/index.htm. From April 1st 2005, the grant will be provided by way of a cheque made out to the Scout Group, District, Area/County applying. It is available to any new Section that has the support of the appropriate Commissioner and completes the application form. These grants will become available from 1st April 2005.

Grant recipients will be encouraged to make full use of the mail order and on-line systems available through Outdoors Ltd, although no restrictions will be made on how the grant is used. Districts and Areas/Counties will also be encouraged to match fund new Sections, where funds are available locally.

Supplement Grants

During 2007-8, a pilot scheme providing an additional grant for new Sections will be provided. Linked to the Start Up grant, Sections that receive a grant during the 2006 and 2007 calendar years, who also are registered on the January 2007 or 2008 census, will receive a further £10 per head, provided there are a minimum of 10 members and a maximum of 25. Grants will be calculated and sent out automatically with no paperwork required to be done.

Small Grants

Applications for small grants of up to £2,000 maybe made at any time for a range of general development projects. A specific amount of funding is set aside for small grants each year. Applications can be made by completing a simple application form, available from the Scout Information Centre or www.scoutbase.org.uk/hq/development/index.htm or the Development team at Gilwell Park, giving an outline of the project, what it aims to achieve, what other funding is available or being sought and when the project will operate.

A letter of support from an appropriate Commissioner (i.e. Chief Commissioner for an Area/County sponsored project, Area/County Commissioner for a District sponsored project, District Commissioner for a Group sponsored project) is also required.

Most decisions on small grant applications will be made within one month of receipt. These grants will be available from 1st January 2007.

Large Grants

Applications for funding over £2,000 should first be made by completing an **Expression of Interest Form**. This can be obtained from the Information Centre at Gilwell Park (0845 300 1818), downloaded from Scoutbase or again by contacting the Development Team.

Completed Expression of Interest Forms should be sent to the Development Department at Gilwell Park who will then provide advice on funding availability, the project design and the completion of the formal application.

Completed Expression of Interest Forms are welcome at any time, however applications for large grants are considered at the May meeting of the Development Grants Board. Formal applications must be received by **March 1st** of each year to allow time for review and comment. Alternatively, applications can be received by 30th September, for the November meeting.

Funding priorities

The Development Grants Board provides grants to help Scout Groups, Districts, Counties/Areas and Country Headquarters, implement projects that seek to achieve the Association's Strategic Vision Towards 2012. Arising from the Strategy, applications should seek to focus on one or more of the priority areas below:

1. Recruiting and retaining adults, including on-going personal support of all adults in Scouting at District level
2. Developing Scouting locally, particularly:
 - Scouting opportunities for the 18-25 years age group within Areas/Counties in the development of the Scout Network;
 - Scouting opportunities for the 13-18 years age group on the growth of Explorer Scouting;
 - Scouting provision for girls and young women;
 - Scouting with minority ethnic communities.

Other project areas will also be considered such as:

- a. developing Scouting in areas of urban/social deprivation;
- b. developing Scouting into rural areas;
- c. innovative projects and alternative approaches to Scouting
- d. purchase of equipment for Areas/Counties/Regions and Districts for promoting Scouting
- e. adult recruitment & retention initiatives
- f. taster activities to attract new members
- g. Induction training for new adult volunteers
- h. Local development conferences
- i. Programme support from external specialists

(Items e. – i., are being trialled as a pilot scheme for 2007)

Applications to support promotional materials MUST show that the Corporate Association branding and messages are being used and a plan of use for the forthcoming year produced. Guidelines will be produced to support this.

Projects unlikely to be supported include:

- ◆ the purchase of minibuses, land, buildings, building materials, furniture, fittings or office furniture;
- ◆ the building, improvement or extension of premises or campsites;
- ◆ applications solely in respect of general administration, hall rental, Membership fees, uniform, equipment, or capital expenditure;
- ◆ overseas development projects;
- ◆ applications that more appropriately meet the criteria of other funds administered by Headquarters;
- ◆ applications to finance deficits, retrospective funding or general fund raising;
- ◆ projects seeking more than 50% funding from the Development Grants Board
- ◆ continued funding of projects beyond period stated in the initial application (maximum three years);
- ◆ the funding of salaried administrators and/or Local Development Officers

required to run Sections or other provision working directly with young people.

Other grants maybe available from Headquarters through other funds available. For further information contact the Fundraising team or through the Fundraising section on www.scoutbase.org.uk

Assessment Criteria

Funding applications are assessed against the "Funding Priorities" set out above and using the following Assessment Criteria:

- ◆ project sponsors (ie the Scout Group, District, County/Area) must make available (or obtain from elsewhere) a contribution of at least 50% of the project's costs;
- ◆ funding will be for a maximum of three years.
- ◆ the sponsor is able to indicate how funding will be obtained if the project is intended to continue beyond 3 years;
- ◆ the sponsor is able to show how the outcomes of the project will be sustained after the period of the project.

Issues to consider

- ◆ The start of a project may include a feasibility stage in order to refine targets and plans.
- ◆ It is acknowledged that initial targets may be aspirational and subject to revision following a preliminary stage.
- ◆ Effective projects may be short term in nature.
- ◆ Support for applications and a project is available from the Development Department at Gilwell.

Timescale

All formal applications for **Large grants** must be received by the **1st March** in order that they can be considered at the May meeting of the Board. The Board will also meet in November of each year, to review projects and deal with any applications that have been deferred. In exceptional circumstances, Major Grants maybe taken at this later meeting.

Reporting

An important element of any development project is its effective monitoring, evaluation and reporting. This reporting enables others to benefit from the lessons learnt, ensures successful practices can be made known more widely and enables the Board to evaluate its work against the agreed aims and objectives.

Projects in receipt of Development Grants Board funding will be expected to provide annual progress reports and an end of project report in the form of a case study. These reports are required to provide:

- ◆ a progress report and interim evaluation against the agreed workplan objectives;
- ◆ a current statement of accounts for the project;
- ◆ an outline workplan and revised budget for the ensuing year.

In addition to this formal reporting mechanism, members of the Development Grants Board will visit each project at least annually. These visits increase the Board's knowledge of individual projects and can provide a valuable source of support to the project.

If during the life of a project there are significant changes to methods, objectives or staffing, the Secretary of the DGB must be informed as soon as they become known.

Appeals Procedure

New projects

Where the DGB makes the decision not to fund a new project, the project manager will receive written confirmation of this decision following the DGB meeting. The reasons for the decision will also be given. If the project manager believes that the decision is unwarranted, he/she may present further information to the next meeting of the DGB. In this instance, the decision of the DGB will be final.

Current projects

If the DGB agree to delay funding for a current project or not to continue funding, the project manager will receive written confirmation of this following the DGB meeting. The reasons

for the decision will also be given. The project manager will be made aware of the appeals procedure and offered two options – to resubmit the application to the next full meeting of the DGB or to resubmit the application to the Chairman and two other members of the DGB (Identified to work with the project at the DGB meeting which first considered the application) within an eight week timescale. In this instance, the decision of the DGB or Chairman and the two DGB members will be final.

Further information

Further information and advice on development projects and on the employment of Local Development Officers, is available from the Development Team and Human Resources Department at Gilwell Park.

Information about other sources of fundraising for development projects may also be obtained from the Fundraising Team.

Development Team
Programme and Development Department
The Scout Association
Gilwell Park
Chingford
London
E4 7QW
Telephone: 0845 300 1818
email: development@scout.org.uk

Other factsheets from the DGB:

FS 185091:
Funding Training Adviser Recruitment & Support projects

FS 185085:
Managing a new Development Project – Employing a Local Development Officer

FS 185086:
Funding for leadership training through the King George VI Memorial Fund