

# Funding for adult training through the King George VI Memorial Fund



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**0845 300 1818**

**These are the guidelines for making an application for funding from the King George VI Memorial Fund. Application forms for a grant are available by contacting the Scout Information Centre or via Scoutbase. The Fund is administered by the Development Grant Board.**

courses for Scouts, Explorer Scouts or members of the Scout Network.

Established using gifts made in memory of King George VI, the fund is available for the "expansion of the Association's facilities for the training of actual and potential Scout leaders". In current times, this includes wider adult training (committee member training), and Young Leader training.

The Fund will not support:

## 1. Funding criteria

The Fund provides grants, to support leadership training and development and bids to the Fund must therefore meet one or more of the following criteria:

- a. training equipment, necessary for the development of quality learning experiences for leaders, prospective leaders or other adults at a District or County/Area level;
- b. out of pocket expenses / course fees for the delivery of quality learning experiences for leaders, prospective leaders or other adults at a District or County/Area level. Priority is to provide support to those delivering/facilitating local training, but not the 'Core training' of the Adult Support scheme.
- c. training equipment, necessary for the development of quality leadership or activity courses for Scouts, Explorer Scouts or members of the Scout Network.
- d. out of pocket expenses / course fees for the delivery of quality leadership or activity

- ◆ the acquisition and development of land;
- ◆ the erection, repair, maintenance or development of buildings, campsites or other premises;
- ◆ the replacement, repair or maintenance of existing equipment;
- ◆ the acquisition of sailing boats, canoes or other similar equipment;
- ◆ the purchase of consumable items for new or existing equipment (pens, paper, ink, filters etc.);
- ◆ food, refreshments or other provisions;
- ◆ training for Beaver Scouts or Cub Scouts;
- ◆ applications that more appropriately meet the criteria of other funds administered by Headquarters
- ◆ applications for training courses / learning that is subsidised by Headquarters through other routes;
- ◆ the delivery of the Core training modules of the Adult Training scheme (Modules 1-24)
- ◆ applications to finance deficits, retrospective funding or general fund raising;
- ◆ bids seeking more than 50% funding from the Fund
- ◆ applications that do not have the explicit support of the County/ Area Commissioner

Applications for assistance with fees for adult training at Gilwell Park is provided by the Programme & Development Department of Headquarters and should, in the first instance, be made in confidence to: Director of Programme & Development, The Scout Association, Gilwell Park, Bury Road, Chingford, London E4 7QW.

**The Scout Information Centre**

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

## 2. Assessment Criteria

Funding applications are assessed against the criteria laid out above as well as a number of other priorities:

- ◆ project sponsors (i.e. the Scout District, County/Area) to make at least a 50% contribution towards the project's costs and/or have identified funding from other sources;
- ◆ the Fund will particularly favour bids that support the Association's focus on the effective training, support, recruitment and retention of adults;
- ◆ the Fund will particularly favour bids that will have a long term positive effect on the quality or provision of leadership training / learning;
- ◆ the Fund will particularly favour Districts, Counties/Area that have not received grants or offers of grants in previous years.

These priorities are not fixed and may be subject to change.

- ◆ the Board regularly monitors the costs for common capital equipment and sets limits for these items. Other new technology items are considered as they come onto the market and costed;
- ◆ the number of training manuals/sets, publications are limited per Area/County;
- ◆ grants to support general training courses are provided on a per head/per day basis;
- ◆ grants to support individuals on specialised training courses and assessments, e.g. Trainer Training courses, National Governing Body training and assessments, are provided purely at the discretion of the Board, up to a maximum of 50% of costs.

## 3. Applications

**Applications to the fund should be made using the King George VI Fund application form available from the Scout Information Centre (0845 300 1818) or downloadable from Scoutbase.**

The application must identify clearly the purpose of the bid and the criteria it meets.

Applications for capital equipment should include a plan for its use including an outline of the anticipated frequency of use. Methods of funding any ongoing expenditure such as consumables, maintenance and repair should be identified.

Applications for funding of courses or other forms of learning should detail the type of course, method of provision and the anticipated number (or names) of participants.

Applications should identify how, if the bid is successful the un-funded element will be financed. The application should also specify the other funding options that have been considered, any other funding applications made and the results of those applications.

All applications must have the explicit agreement of the relevant Regional/ County / Area Commissioner. District applications must be supported by the Area/County Commissioner or delegated person.

## 4. Timescales

Applications will be accepted all year round by the Secretary of the Development Grants Board who administer the fund.

Applications should be received at least 8 weeks before any training course planned or capital equipment being required.

Once the application is reviewed and if necessary further information gathered, the application is then considered by members of the Board. The aim will be to provide a decision to the applicant within four weeks.

## Payment

In all but the most exceptional of cases payments will only be given once the equipment has been purchased or the training / learning completed. Payment will be by direct credit transfer unless alternative method requested.

In order to obtain payment of the grant, successful applicants should provide the appropriate receipts together with a report identifying:

- ◆ how the grant will be used ( for equipment purchased)
- ◆ how the grant was used (for training run or attended etc.);
- ◆ the consequential benefit to training / learning;
- ◆ the consequential benefit to Scouting, particularly in terms of adult training and support;
- ◆ how the benefit will be sustained in following years

**\*Applicants should note that the Fund reserves the right to make a proportionate reduction in the grant if the total costs identified in the original application has not been incurred.**

***For example, you apply for a grant for a DVD player total anticipated cost £100.00. The Fund agrees a 50% grant of £50.00. You purchase a DVD player, but it only costs £80.00. When assessing your claim, the amount paid to you will be £40.00 i.e. 50% of actual cost.***

***For example, you apply for a grant for a Module 25 course aimed at a particular audience and anticipate 25 people on the course. Fewer numbers attend the course. The grant provided is based on a per head basis, so the grant provided will be reduced pro-rata.***

Where retrospective payment will cause particular hardship, a special case may be made to the Fund. In these cases the Fund may agree to make a part payment in advance with the balance to follow after the purchase / training is completed.

### **Appeals Procedure**

If the Fund decides not to finance an application made to it, the applicant will receive written confirmation of this together with the reasons. If the applicant believes that the decision is unfair, he/she can present more information to the next meeting of the Fund. In this instance, the decision of the Fund will be final.

### **Further information**

Further information and advice on the King George VI Memorial Fund and making an application may be obtained from <http://www.scoutbase.org.uk/hq/development/grants/index.htm#KGVl>

or the Scout Information Centre (0845 3001818 or [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk)) or by writing to the Secretary, King George VI Memorial Fund, The Scout Association, Gilwell Park, Bury Road, Chingford, London E4 7QW. Tel: 020 8433 7100

Information about other sources of funding may also be obtained from the Fundraising Team at Gilwell. Tel: 020 8433 7100