

Building Fund – HQ Pilot Project



Item Code FS 185096 Sept/08 Edition no 1

0845 300 1818

Introduction

The Association recognises the importance of appropriate meeting facilities for the successful delivery of Scouting locally. Following the success of the Future Growth Fund, launched during the Centenary, the Association is piloting a grant scheme to offer Scout Groups a 'Building Grant' for the refurbishment/building of Scout Headquarters which will support the further growth of Scouting locally

The Development Grants Board has set aside a sum of £400,000. Whilst no maximum or minimum grant level is set, it is envisaged that the Board will support 10-12 successful applications during the pilot scheme period.

Criteria for applications

Each application will be required to demonstrate and meet the following set of criteria:

- The refurbishment/building work will substantially support the growth and development of Scouting.
- The building must be a venue in which youth members regularly meet.
- The building should either be a Scout owned freehold building or a leasehold building with at least 21 years remaining on the lease.
- Applicants must demonstrate the potential to grow and have a clear and realistic development plan aimed at achieving that growth.
- Applicants must have an active development plan where building maintenance is a particular area of difficulty.

- Applicants must be active in "helping themselves" (i.e. through fundraising / other applications etc), although other exceptional circumstances maybe taken into account.
- Applicants must have the active, positive support of their appropriate District /Area/County/Region (Scotland) Commissioner.
- Any work requiring planning permission, must have that permission already granted.
- All works will comply fully with all necessary Building, Fire, and Disability Discrimination Act (DDA) regulations.
- Applicants will put in place a preventative maintenance plan for the new works. Reference can be made to 'Risk Assessment for Scout Premises, Factsheet: FS 285001'
- All steps should be taken to ensure contractors have adequate public liability insurance, suitable guarantees for works and membership of a professional trade organisation.
- Works should begin no later than 6 months after notice of the grant.
- Applicants must be registered Gift Aid recipients, where applicable.

Exclusions

Applications for the following will not be supported:

- Maintenance of rented buildings (excluding those on formal leases with more than 21 years to run)
- Rental / hire of buildings
- Temporary buildings/ Campsites / Activity centres / residential or ancillary (i.e. toilet blocks) buildings

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 www.scoutbase.org.uk

- Offices / Shops (including those of Regions / Areas / Counties / Districts / Groups)
- Regional/ Area/ County / District buildings that are not used wholly or mainly for regular Section meetings
- Equipment stores / garages / boat houses or similar
- Boats, Minibuses or other types of equipment

Reporting Procedures

Projects will be required to report on:

- The progress of works carried out.
- The progress against / success of the associated development plan.
- The growth / development of Scouting for 3 years after the project is complete.
- The finances of the project to completion.

Grant recipients must initially report within 9 months of notice of the grant. Periodical visits to successful projects may be made by the Board by way of monitoring progress and completion.

Timescale for applications and progress there after.

All applications must be submitted by Wednesday 24th December 2008.

A special meeting of the Development Grants Board will be convened in late January 2009 to select pilot projects. Applicants may be subject to a visit prior to formal consideration. All applicants will be informed of the outcome.

All projects should begin work within 6 months - that is by the end of July 2009.

Projects need to have reported back on progress to the Board on or before, the end of September 2009. Projects will continue to be monitored after this time regarding building progress and the state of growth at the Census in January 2010 and future years

The Pilot Project will be reviewed and evaluated initially by the Board at their meeting in November 2009 and at subsequent meetings thereafter. A full report on the Pilot Project and any recommendations forthcoming will be made through the existing committee structure of the Association.

| | |
|-------------|---|
| Sept 2008 | Launch of Building Fund Pilot Project at AGM |
| 24 Dec 2008 | Closing date for applications |
| Jan 2009 | DGB meeting and potential pilot projects selected. Outcomes communicated to all applications |
| July 2009 | All projects to have started |
| Sept 2009 | Initial report back from recipients |
| Nov 2009 | Interim report to DGB |
| Jan 2010 | Check on Census 2010 for growth of membership (This will be continued in 2011, 2012) |
| May 2010 | Review of Pilot Project to date |

For further information about other Headquarters grants, please contact:

- The Scout Information Centre

Tel: 0845 300 1818

Email: info@scout.org.uk

- The DGB Grants Manager Tel; 020 8433 7100

Other useful information;

Factsheets

FS 285001 – Risk Assessments for Scout Premises

FS 185080 – Funding local development projects by the Development Grants Board

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

Application form

Building Fund Pilot Project 2008

The Association is piloting a grant scheme to offer Scout Groups a 'Building grant' for the refurbishment/building of Scout Headquarters. This application form should be read in conjunction with Factsheet FS 185096 (Sept 2008)

| | |
|-----------------|--|
| Date rec'd | |
| Ref No | |
| Acknowledged | |
| Grant | |
| Payment paid | |
| Request report | |
| Report received | |
| Visit 1 date | |
| Visit 2 date | |

| | |
|---|--|
| Name of Scout Group | |
| District | |
| Area, County or Region in Scotland | |

| | |
|------------------------|--|
| Contact Person | |
| Contact Address | |
| Tel No.(s) | |
| Email address | |
| Role held | |

| | |
|---|--|
| Address of building for proposed project | |
|---|--|

The application falls into two parts:

Closing date for applications
December 24th, 2008

Part 1 – Fulfilling the criteria for application

Part 2 – The proposed building works

Part 1 – The Criteria: Please consider your responses to the questions against the ‘Criteria for Applications’ set out in the Factsheet FS 185096

| | Question | Answer | | | |
|---|--|--------|--|----|--|
| 1 | Is your Group registered for Gift Aid? | Yes | | No | |
| 2 | If yes, please provide your Gift aid reference number If not registered for Gift Aid, please refer to guidelines. | | | | |
| 3 | The building is a Scout owned freehold building? | Yes | | No | |
| 4 | The building is a leasehold building with at least 21 years remaining on the lease. If less than 21 years, please refer to guidelines. | Yes | | No | |
| 5 | Name of Freeholder | | | | |
| 6 | Do you have a current development plan? (please include with your application) If No, please refer to guidelines. | Yes | | No | |
| 7 | Is the proposed refurbishment/building works included in your development plan? If No, please refer to guidelines. | Yes | | No | |

| | | | | | |
|----|---|-----------------|--|-----------------|--|
| 8 | If required, do you already have full planning permission? | Yes | | No | |
| 9 | Local Authority Planning reference Number | | | | |
| 10 | When do you anticipate works on your building starting? If unknown or longer than 6 months, please refer to guidelines | Within 3 months | | Within 6 months | |
| 11 | What is your planned completion date? | | | | |
| 12 | Describe how the maintenance/building work will substantially support the growth and development of Scouting. (Max 100 words) | | | | |
| 13 | Describe how regularly the venue is currently used by Scout youth members to meet; on a weekly, monthly, annual basis (Max 100 words) | | | | |
| 14 | What potential do you have to grow your membership? (Max 50 words) | | | | |
| | What clear and realistic plans do you have targeted at achieving that growth? (Max 100 words) | | | | |
| 15 | How have you ensured that all works will comply fully with all necessary Building, Fire and Disability Discrimination regulations? (Max 50 words) | | | | |
| 16 | In order to maintain the new refurbishment/building in the future, what plans do you have in place to ensure that this will be regularly maintained over the forthcoming years? (Max 100 words) | | | | |

Before proceeding, please check your responses against the 'Criteria for Application' set out in the Factsheet FS 185096. Failure to meet the criteria as described will stop your application here.

Part 2 – The proposed building works

| | | | |
|--------------------------------------|--|--|------------------------|
| 1 | <p>What refurbishment/building works do you propose to undertake to your building?</p> <p>(Summarise in no more than 100 words)</p> | | |
| 2 | <p>Provide details of any funds already in place to meet the costs of the project.</p> | Donor | Amount of funds |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total raised to date | |
| 3 | <p>Provide details of any fundraising applications or events you are currently or planning for the project (excluding this application).</p> | Potential Donor/Event/Application | Amount of funds |
| | | | |
| | | | |
| | | | |
| | | | |
| Total anticipated fundraising | | | |

| | | |
|--------------------|---|--|
| 4 | Provide a full breakdown of the costs of the said works. (Complete those appropriate to your project.) | |
| | Architects Fees | |
| | Planning Application Fees | |
| | Building Regulation Fees | |
| | Insurances – Public Liability, Public Indemnity | |
| | Survey costs (asbestos etc) | |
| | Site preparation costs | |
| | Preliminary costs | |
| | Contractor costs | |
| | Consultant costs | |
| | Material costs | |
| | Drainage | |
| | Utilities | |
| | Landscaping/site finishing | |
| | Access Roads and Pavements | |
| | VAT | |
| | Other costs (please detail below) | |
| | | |
| | | |
| TOTAL COSTS | | |

| | | |
|---|---|--|
| 5 | Total Cost of project | |
| | Total Income (actual + forecast) | |
| | Request to the DGB Building Fund | |

Local Commissioner's statement of support (for Group application this must be the DC, for District application the AC/CC or Scottish Regional Commissioner and so forth)

| | |
|--|-------------|
| Please indicate how this proposal fits in with the wider District/Area/County or Scottish Regional Development plan and what support, if any, is being given to the applicant in this development project. | |
| Name of Commissioner | Appointment |

Additional Information

Please include with your application

(Please tick if enclosed)

- Your last year's Annual report and Accounts
- A copy of your January 2008 Census, plus any update since that time
- A copy of your Group Development Plan
- 1 copy of the drawings/plans of the proposed works
- Copy of accepted quote for works

| | |
|---------------------------------|--------------|
| PRINT NAME OF APPLICANT: | ROLE: |
| SIGNATURE: | DATE: |

Please return to:

DGB Grants Manager, Building Fund, The Scout Association, Gilwell Park, Bury Road, Chingford, London, E4 7QW

Applications received after December 24th will not be considered.