

The 'Bright Idea' Development Grant / Loan Process

Version 1.00

May 2017

Objectives

The objectives of the Durham Scout County 'Bright Idea' Development Grant/Loan process are to:

- Further develop Scouting in Durham Scout County, in line with the District and County Development Plans,
- In exceptional circumstances, to provide short term support to Groups in financial difficulty who would otherwise struggle to deliver local Scouting.

It is not the intent to provide grants / loans for the day-to-day running of local Scouting.

Source of Funding

The sources of funds for grants and loans are as follows:

- Funds provided by the Sir John Priestman Charity Trust,
- An interest free loan from the William Leech Charitable Trust,
- Other grants and awards made to Durham Scout County which are specifically for development work,
- In exceptional circumstances, from general funds and financial reserves.

The Scout County maintains a Bright Idea 'Big Pot' – a ring fenced fund for development

The ability of the Scout County to provide grants / loans is based upon the availability of such funds from the 'Big Pot' and if the 'Big Pot' is looking empty the Scout County cannot guarantee the ability to provide grants / loans at any specific point in time.

Scope of 'Bright Idea' Applications

Applications for 'Bright Idea' grants / loans will be considered for projects which facilitate the delivery of better quality Scouting to more young people. These may be:

- Development grants / loans to assist with opening new Beaver Scout Colonies, Cub Scout Packs, Scout Troops, Scout Groups or Explorer Scout Units, to extend capacity in existing sections or to provide better quality Scouting.
- Small capital (building) projects, to improve (not repair) Scouting infrastructure / facilities.

- Training support, where the training of Leaders or Young Leaders would not otherwise be possible.
- Other 'Bright Ideas' which build sustainable capacity

Specific guidance is given below for each category of grant.

'Bright Idea' Applications will NOT be considered for:

- Day to day running or maintenance/repair costs,
- Out of pocket expenses,
- Consumable items and equipment,
- Capital equipment, unless directly required to support development and growth.

It is expected that Groups and Units will also have applied to their parent District for financial support.

Retrospective applications will NOT be considered under any circumstances i.e. no grant can be given to cover costs already incurred or expenditure already committed.

Timing of Applications

'Bright Idea' Applications may be made at any time, but are only considered twice per year based on funds available and the following calendar:

For Applications received by	Applications reviewed during	Applicants advised of outcome by
30 th April	May	June 30 th
30 th September	October	November 30 th

Feedback to unsuccessful applicants will be provided only upon request.

Development Grants / Loans

Applications for 'Bright Idea' development grants/loans must meet the following criteria:

- Applications must be accompanied with an up-to-date Development Plan, containing actions, timescales and the names of persons responsible for implementing the actions. This may be a Group and/or District Development Plan as applicable and we're not looking for lengthy or overly formal documents
- Applicants (Districts and Groups) should:
 - Be registered for Gift Aid, or be in the process of registering for Gift Aid.
 - Have an effective Executive Committee established (a minimum of a Chair and Treasurer)
- The application should refer to the Development Plan actions where applicable, so that the role of the 'Bright Idea' in implementing the Development Plan can be understood.
- Where possible, other sources of development funding should already have been sought, or should be in the process of being sought e.g. Headquarters grants, other grants, fundraising by the

applicants or funding from the applicant's reserves. Durham Scout County will not support applications where grants/loans from the County are the only source of funding.

- The grant application should indicate any target growth in youth numbers or improvement in the quality of Scouting which the loan/grant will facilitate.
- The grant application should outline how the growth/improvement in Scouting will be maintained once the grant/loan has been spent. Remember that sustainability is the key.

Small Capital Project Grants / Loans

Applications for small grants/loans (less than £5,000 combined grant/loan) for capital projects must meet the following criteria:

- Applications must be accompanied with an up-to-date Development Plan, containing actions, timescales and the names of persons responsible for implementing the actions. This may be a Group and/or District Development Plan as applicable and we're not looking for lengthy or overly formal documents.
- Applicants should be registered for Gift Aid, or be in the process of registering for Gift Aid.
- The capital project should directly benefit Scouting, either through:
 - The purchase of equipment,
 - The extension of facilities, to allow Scouting to be provided to more young people,
 - The improvements to Scouting facilities to deliver better quality Scouting to more young people or a more diverse group of young people. This includes the provision of disabled access or improvements to facilities to allow use by minority groups (including gender groups),
 - *In exception circumstances*, the reinstatement of Scouting facilities, where the condition of the current facilities is a significant detriment to the delivery of quality Scouting.
- Where possible, other sources of funding should already have been sought, or should be in the process of being sought e.g. other grants, fundraising by the Group or funding from reserves. Durham Scout County will not support applications where grants/loans from the County are the only source of funding.
- The grant application should indicate any target growth in numbers or improvement in the quality of Scouting which the loan/grant will facilitate.
- The grant application should indicate how the capital asset or facilities will be maintained and, for equipment, how the equipment will be replaced at the end of its working life.

Training Grants / Loans

Applications for grants/loans for training must meet the following criteria:

- Applications must be accompanied with an up-to-date Development Plan, containing actions, timescales and the names of persons responsible for implementing the actions. This may be a Group and/or District Development Plan as applicable and we're not looking for lengthy or overly formal documents.

- Applicants should be registered for Gift Aid, or be in the process of registering for Gift Aid.
- The training being funded must significantly benefit the quality of Scouting, or allow Scouting to be delivered to more young people, where training would not be possible without funding support. This will usually be:
 - Activity or skills training, where the training will allow a broader range of activities to be delivered as part of a balanced programme,
 - General training (e.g. Wood Badge training), for new Leaders who have joined the Scout Movement within the previous two years
- The grant application should outline how the persons being trained will use their training for the development of Scouting. This may refer to a Development Plan actions where applicable, so that the part of the training grant/loan in implementing the Development Plan can be understood.
- Where possible, other sources of funding should already have been sought, or should be in the process of being sought e.g. other grants, fundraising by the Group or funding from reserves. Durham Scout County will not support applications where grants/loans from the County are the only source of funding.
- The grant application should clearly describe why training cannot be funded locally.
- The grant application should indicate any target growth in numbers or improvement in the quality of Scouting which the loan/grant will facilitate.
- The grant application should outline how the retention of the relevant Leaders or Young Leaders will be assured.

Other 'Bright Ideas'

Applications for grants/loans for other 'Bright Ideas' not in the above categories are welcomed:

- Applications must be accompanied with an up-to-date Development Plan, containing actions, timescales and the names of persons responsible for implementing the actions. This may be a Group and/or District Development Plan as applicable and we're not looking for lengthy or overly formal documents.
- Applicants should be registered for Gift Aid, or be in the process of registering for Gift Aid.
- The grant application should clear describe the 'Bright Idea'. This may refer to a Development Plan actions where applicable, so that the part of the grant/loan in implementing the Development Plan can be understood.
- Where possible, other sources of funding should already have been sought, or should be in the process of being sought e.g. other grants, fundraising by the Group or funding from reserves. Durham Scout County will not support applications where grants/loans from the County are the only source of funding.
- The grant application should indicate any target growth in numbers or improvement in the quality of Scouting which the 'Bright Idea' loan/grant will facilitate.
- The grant application must clearly indicate how capacity will be built and sustained

Grants vs Loans

'Bright Idea' awards may be made on the basis of:

- A non-reimbursable grant,
- An interest free-loan with a defined repayment period,
- A balance of grant and loan, at the discretion of the Scout County.

Applicants may choose to accept either the grant or loan part of the award, or both. Note that the Durham Scout County has limited fund for grants and prefers to award grants/loans on a 50:50 basis. If you apply only for a grant your application may be unsuccessful.

Grants / loans will only be paid to the Group / District bank account stated on the application.

Applicants in receipt of loans from the Scout County will be required to enter in to a binding repayment agreement before any loan is provided.

Exceptional Circumstances

Where applications are made in support of projects described as 'exceptional circumstances' above, applicants will be expected to provide additional detailed information to explain why a grant / loan is necessary in the circumstances.

Supporting Information

Depending upon the type and scope of the application made, additional supporting information will be required as follows. Further details are provided on the grant application form.

Items marked (*) are mandatory for all applications.

- Section / Group / Unit / District details and applicant contact details *
- Bank account details (to which any grant/loan would be transferred) *
- Project description, with summary, objectives, projected growth in numbers, programme improvements, growth in diversity and long term maintainability *
- Cost breakdown and total costs involved *
- Details of any other grants / loans sought or awarded in relation to the project *
- Amount of grant / loan sought *
- Copies of applicable Group / District accounts for previous 3 years, which must include a documented reserves policy *
- Copies of all latest Group / District bank / building society accounts *
- Copy of applicable Group / District Development Plan *
- 3 estimates or quotations (for capital costs over £500)

Process



The process for submitting and approving a 'Bright Idea' grant / loan is as follows:

- Applicants download paperwork from County website (guidelines and applicable application form).
- Applicants complete application form and gather necessary supporting information.
- Application is submitted to Chair of County Finance Board (by e-mail or by post via Moor House Adventure Centre)
- If the application and supporting paperwork is complete, the application is forwarded to the members of the County Finance Board (including the County Commissioner and County Chairman),
 - If the application and supporting paperwork is not complete it is returned to the applicant for completion and resubmission.
- The Finance Board review the applications at their May / October meetings and review the financial and development information submitted. A recommendation will then be made with respect to the amount to be awarded, the balance between a grant and loan and the term of any loan;
- If a clear recommendation can be made, the application and recommendation is forwarded to the County Executive Committee for consideration,
 - If a clear recommendation cannot be made by the full Finance Board, the Chair of the Finance Board and the County Commissioner will

further review the application, and a recommendation will then be made to the County Executive Committee as above.

- The Chair of the Finance Board will communicate the outcome of the process to the applicants and arrange for any funds to be transferred, subject to signature of any loan agreements.
- At any stage in the process the application may be rejected if it does not fulfil the objectives of the Bright Idea process i.e. development of Scouting.

Applicants are therefore encouraged to plan ahead and are reminded that retrospective applications will not be considered.