

Funding Support

from Durham Scouts



November 2020

Overview

Durham Scouts (Durham Scout County) have established a single process for Scout Groups and Districts to request:

- Support for fundraising projects
- Grant and loan support from the various Scout County funds which are available

In the past there were multiple forms to fill in for each separate fund, and to request fundraising support from the County Fundraising Officer. We have combined this into one single form for Groups / Districts to fill in.

Your completion of this form will allow:

- Our Fundraising Officer to directly support your project fundraising efforts (once approved and prioritised)
- Us to let you know about grants and awards that you may be able to apply for directly (e.g. local small grants, HQ grants etc)
- Us to consider you for county grants and/or loans to support your project

Be Prepared

Some fundraising projects struggle for one of three reasons

1. Lack of local fundraising support local to the project
2. Key information is not available
3. Failure to meet funding criteria / prerequisites

With respect to (1), many projects are delayed because there is no-one in the Group / District who can devote the time to work with our Fundraising Officer, to provide the detailed information needed to answer key questions about the project. Groups/Districts are advised to ensure that there is a named person who can coordinate this support (ideally not a leader or GSL), and a team to support them. Without this fundraising lead and team in place, your project may struggle and may be given a lower priority for support.

Also note that Groups / Districts will be expected to fulfil funders reporting and monitoring requirements – we cannot do that for you, and you need to ensure that you have someone who can provide feedback and reports to funders. We need to maintain good relationships with funders and if we believe that you cannot provide the feedback and reports that funders require, we will not support applications to such funders.

Regarding (2), if your Group / District cannot provide the information that funders are looking for, we will not be able to make an application on your behalf, or your application will be rejected. This includes information such as bank statements, annual reports, annual accounts, quotations etc. We ask if you have much of this information in the application form, but please be prepared to provide additional information that may be needed by some specific funders. If you do not currently have this information you can still apply for support, but please understand that external funding applications will be delayed until this information is provided.

With respect to (3), if your Group/District does not meet the specific criteria or prerequisites for support from specific funds we will not support such applications – that would be a waste of everyone's time.

Some other 'Top Tips' include:

- **Help yourselves:** Funders like to see organisations supporting their own fundraising efforts locally. This not only helps bring funding in, but also helps to build local support for a project. Think about bag packs, raffles etc and make sure that you are registered for Gift Aid (we can support you with that).
- **Be realistic:** It's sometimes better to be less ambitious and ask for less, rather than more, because funders like to spread their money around. If yours is a large project you should expect it to take some time and for funding to be spread across multiple funders
- **Obtain quotations or check prices and only ask for what you need.** Quotations should be sufficiently detailed to allow funders to understand exactly what you're getting for your money
- **Maintain sensible reserves:** All charities should hold sensible charity reserves, to maintain the work of the charity typically for 6 to 12 months. If you have significant bank balances or investments which are not allocated for a specific purpose, funders are unlikely to provide support until you have allocated those funds first (typically by way of a 'ring-fenced' designated fund, which should appear in your accounts).
- **Ask for Help:** If you are struggling with producing annual reports or accounts, changing bank account details, making charity commissioner returns or running your Executive Committee, ask for help in your District.
- **Do not spend any money or start any work until you have secured funding:** Very few funders will support retrospective applications for funding.

Fundraising Support

Support is available to Groups / Districts from the County Fundraising Officer. This support is funded by our donors, including those Groups and Districts who have contributed to this work.

We will try to support all Groups/Districts with their fundraising, but there may be times when it may not be able to provide fundraising support for every project. To be eligible for fundraising support, Groups / Districts must fulfil defined criteria, and support will be prioritised in accordance with defined priorities.

Fundraising Support Criteria

Fundraising support will be provided for the purpose of:

- Supporting Scout Groups in immediate need of financial support as a result of the 2020 coronavirus emergency, or other unforeseeable emergencies
- Supporting Scout Groups and Districts to register and apply for Gift Aid
- Supporting Scout Groups, Districts and the Scout County to raise funds in support of projects to:
 - Refurbish, redevelop or develop meeting places
 - Improve access to activities, events, camps and residentials
 - Purchase assets and equipment to improve access to high quality programmes

This includes the development of group, district and county campsites, adventure and activity centres.

Fundraising Priorities

Fundraising support will be prioritised as follows:

- Support for Scout Groups in immediate need of financial support
- Support for projects which directly implement one or more key aspects of the #skillsforlife strategy, namely:
 - Growth and Development, including high quality programme provision which enables youth members to achieve their Top Awards

- Youthshaped Scouting (young people should ideally be consulted regarding projects)
- Diversity and Inclusion, including extending access to Scouting for young people with additional needs or in circumstances of social deprivation
- Community Impact, specifically projects which have a long lasting positive impact on local communities
- Support for the development and improvement of Scouting facilities accessed by large numbers of young people (not just youth members of Scouting).

County Funds and Loans

Financial support is available from the Scout County, by way of grants and loans. Funds for this purpose have been provided by various donors.

A list of the applicable funds, purposes (criteria), donors is given below:

Fund	Donor(s)	Purpose (note that more detailed eligibility criteria apply which will be considered as part of assessing your application).
Horace Robinson International Fund	Legacy from Horace Robinson to support visits abroad	To support international visits abroad for eligible Scouting events or for overseas development projects
Jamboree / International Fund	Donations to support visits abroad	
County Development Fund	Sir John Priestman Charity Trust and other donations	To support the development of Scouting in the county
W.A. Handley Development Fund	W.A. Handley Charity Trust	Note that funds from the W.A. Handley Fund are only available to Blaydon, Gateshead, South Tyneside, Sunderland and Houghton-le-Spring Districts and Groups
County Commissioner's Fund	Private and corporate donations	To support those most in financial need to participate in Scouting
Testimonial Fund	Historic donation	To support travel costs for Scouting activities within the UK

Note that you do not need to apply to a specific fund. We will review your applications and decide which funds are most applicable.

Interest free loans may also be available via a loan facility funded by The William Leech Charity, typically allowing monies to be repaid to the scout County over several years.

Completing the Application

Before starting to complete the online form, all applicants are recommended to read this document to ensure that they understand what information is requested.

If you have questions please email fundraising@durhamscouts.org.uk

It may seem like we are asking for a lot of unnecessary information. However, many of the funders we can apply to for support on your project will require this information and asking if you have this information now will save time later. All personal data will be managed in accordance with the Durham Scouts Data Protection Policy and will only be used for the purpose of:

- Supporting your fundraising projects
- Completing funding applications on your behalf
- Managing the application process for county grants and loans

Note that it does not mean that we not support your project if you are unable to supply some of the information requested, but if you cannot provide this information it will limit the number of funders we can approach on your behalf.

We have provided a 'Notes' field so that you can collate your information before completing the online application form.

Form Details

Field Name	Data and Use	Guidance	Notes
Name*	Name of person making the application	This is needed in case we need to clarify your application.	
Email*	Email of person making application	This could be your lead fundraiser (see below)	
Phone*	Phone of person making application		
District*	Name of Scout District		The name of your Scout District (enter 'none' for County projects)
Group / Unit*	Name of Scout Group, Explorer Scout Unit or other District Entity	The name of your Scout Group or Explorer Scout Unit (enter 'none' for District or County projects)	
Scout Association Registration Number*	Your unique Scout Association registration number	This helps us to confirm we have the correct Group/Unit/District. You can find this most easily on your annual census return (ask if you need help with this)	
Charity Status*	Is your Group a Registered Charity or not?	Many Scout Groups and Districts are NOT registered and are excepted charities (which means that you do not need to make annual returns to the Charity Commission)	
Charity Number*	Charity Registration Number	If you are a Registered Charity, what is your number (search on the Charity Commission website if you're not sure)	
Gift Aid Registered*	Is your Group or District registered for Gift Aid	Is your Group or District registered is NOT for Gift Aid, you may not be able to apply for some funding	
Gift Aid Help Requested*	Do you need help registering for Gift Aid?	We'll support you through this if needed – it's free money that keeps on coming.	
Postal Address*	Postal address, to determine geographical funding available	Some funding is restricted to certain areas, so we need to know where your Scout Group / District is based (<u>not</u> your home address).	

Field Name	Data and Use	Guidance	Notes
Postcode*	Postcode, to determine geographical funding available	Postcode or where is the Scout Group / District based (<u>not</u> your home address)	
Project Name*	The name of your project.	This is how we will refer to your project internally and in funding applications. Keep it specific and relatively short.	
Support Requested*	Fundraising Support and/or County Funding. Both	Do you need external fundraising support and/or do you want to be considered for funding from the Scout County	
Loans considered*	Whether your Group / District would consider a repayable loan	We have some funds available which we can only use to make loans. These are usually over 5 to 10 years and are interest free	
Amount sought*	Total value of funding sought	How much money are you looking for? Be realistic and include VAT where applicable. Check this against the cost breakdown (below)	
Project Deadline*	Date	Date by which funding is required.	
Cost Breakdown*	Project cost breakdown	How is the total amount calculated? What are the separate costs?	
Purpose*	The purpose for which funding is sought	Describe what you want to do with the money. What to you want to achieve. What we change as a result of the project	
Expenditure Type*	Operational Expenditure or Capital Expenditure	Do you want the money <u>to do things</u> (operational expenditure) such as hold camps, residentials or run programmes) <u>or to buy things</u> which will last a while (capital expenditure) such as camping equipment, building materials, computers etc	
Other Fundraising*	Details of previous / other fundraising activities	Tell us what fundraising you have already tried, or which you are doing yourself. Be clear about any funds you have already received and whether they are included towards the total amount you are looking for	
Other Grant Applications*	Details of previous / other funding applications	Tell us who you have already approached for funding and whether you have been successful or not	
Immediate Financial Needs*	Details of any immediate financial need, including cash position	If your Group / District is in any immediate financial need (i.e. you will run out of cash in the next six months). Tell us how much money you currently have and what will happen when the money runs out.	
Growth and Development*	Details of how the project supports Growth and Development	Tell us how the project will support the growth of Scouting	

Field Name	Data and Use	Guidance	Notes
		i.e. more young people, opening new sections	
Quality Programmes *	Details of how the project supports Quality Programmes	Tell us how the project will improve the quality of your youth programme, with a specific emphasis on supporting more young people to achieve their Top Awards	
Diversity and Inclusion*	Details of how the project supports Diversity and Inclusion	Tell us how the project will better support diversity and inclusion in Scouting e.g. improving disabled access, supporting more girls in Scouting, supporting those in financial need to engage in Scouting, supporting minorities (race, creed, sexuality etc)	
Youth Input*	Details of how the project supports Youth Input	Tell us how young people have defined the need for the project, and how their input and feedback will guide the delivery of the project.	
Community Engagement*	Details of how the project supports Community Engagement, including which other community groups will benefit from the funding	Tell us how the project will help Scouting to deliver high quality Community Impact projects and/or what other community groups will benefit from the finding (e.g. use the Group HQ, use the Group equipment etc)	
Number of beneficiaries*	How many young people will benefit from the project	Name	
Local Fundraising Lead Name*	Name of local fundraising lead	What is the name of the key contact for your local fundraising efforts? This is the person we expect to engage with on a regular basis and who will provide the necessary information, reports and feedback	
Local Fundraising Lead Email*	Email of local fundraising lead	What is the email address of the key contact for your local fundraising efforts?	
Local Fundraising Lead Phone*	Phone of local fundraising lead	What is the phone number of the key contact for your local fundraising efforts?	
Local Fundraising Support*	Additional details of local fundraising team	Who else is supporting the project and the fundraising efforts?	
Fundraising Correspondence Address*	Postal address to which any fundraising correspondence should be sent	To where should we (or any funders) send any written correspondence?	
Bank Statements*	Details of bank statements available to support funding applications	Can you provide copies of recent bank statements (i.e. last three months) for a Group /	

Field Name	Data and Use	Guidance	Notes
		District bank account with two unrelated signatories - we don't want them at this stage	
Annual Reports*	Details of annual reports available to support funding applications	Can you provide copies of your annual reports (up to the last three years) - we don't want them at this stage	
Annual Accounts*	Details of annual accounts available to support funding applications	Can you provide copies of your annual accounts (up to the last three years) - we don't want them at this stage	
Effective Executive Committee*	Yes or No	Do you have an effective Executive Committee with an unrelated Chair, Treasurer and Secretary?	
Up-To-Date Charity Commission Returns*	Yes, No or N/A	If you are a Registered Charity, have your returns to the Charity Commission been up-to-date for the last five years?	
Planning Permission*	Yes, No or N/A	If your project is a building project, do you have planning permission (if needed)	
Multiple Quotes*	Yes, No or N/A	Do you have (or can you obtain) three prices or quotations for project equipment or services?	

When You're Successful

Obtaining the funding isn't the end of your process.

As your project proceeds and is completed, you should ensure that whoever is responsible for the project:

- **Takes some photographs.** Funders like photographs and they also help you to tell the story of your project. Include funders logos where appropriate (e.g. the Lottery Community Fund) and try to show young people reacting positively where you can (using the facilities, equipment etc). Where possible, avoid the cliché of the 'grip and grin' photograph (adults shaking hands and smiling at the camera).
- **Manages the project.** Just because you have the money doesn't mean everything will go right. Larger projects need to be managed, funds need to be accounted for, records such as invoices and receipts need to be filed etc.
- **Monitors the project.** If there is a requirement to monitor the project and collect data (e.g. numbers of young people using equipment, hours which a building is used, energy savings etc) make sure that someone does this on a regular basis.
- **Reports the project.** Make sure that any reports you need to produce for funders are completed and submitted on time. This maximises the chance that they will fund Scouts in the future
- **Says 'Thank You'.** Even if a funder hasn't asked for it, invite them down to a suitable event and write or email (with photographs) to say thank you and show them the positive difference their support has made. This will again maximise the chance that they will fund Scouts in the future.

Appendix 1 – Building Projects

If you are raising funds for a building project (extension, refurbishment or new build) the following is especially important to your success:

- **Appoint a Team:** One or two people can't manage building projects by themselves. Appoint a team locally with one person to act as the point of contact for the County Fundraising Officer. Make sure you're clear about who is doing what. Hold regular team meetings and invite the County Fundraising Officer.
- **Cost everything:** You need to have a clear and accurate budget, Ideally these will be based on architects plans and professional quotations. Don't forget to include project management and architects costs, planning and building control costs, fundraising costs, and money to finish the job – connection of services, paint, wallpaper, fittings, furniture etc.
- **Get accurate quotations:** This is often a problem when quotes come from 'A friend of a friend' who offers to 'do the Scouts a good deal' e.g. "supply and fit a kitchen: £10,000" rather than a complete list of equipment and itemised competitive prices. For major costs obtain three written, itemised quotations from reputable companies who will honour the quotation for the 12 – 24 months it may take to raise the funds. Provide the quotations to the County Fundraising Officer and explain whose quotation you are basing your budget on.
- **Have a clear plan:** you need to share everything about your project with the County Fundraising Officer as soon as possible (bank details and statements, annual reports and accounts, details of trustees, justification for the project, quotations, plans, planning permission etc). Ideally this will be provided before/during/after a fundraising kick off meeting.
- **Stick to the plan:** Funders will provide funding for a specific project. If you keep changing designs, appointing different builders etc you risk the funding being withdrawn.
- **Ensure that you have planning permission and a suitable lease (if needed):** This is often a condition for funding building projects. If necessary, you can seek separate funding support for this initial step.