

11th Ipswich Scout Group Centenary Fund

Thank you for considering an application to the 11th Ipswich Scout Group's Centenary Fund. Please read this guidance and then complete the application form.

If you have any queries, please email centenaryfund@11thipswichscouts.co.uk

Background...

The 11th Ipswich Scout Group is fortunate enough to have been successful in fundraising over decades of hard work from Group volunteers and supporters, past and present. Many jumble sales, annual fireworks displays, bingo nights, quizzes, dances, numerous other events and hiring our facilities; have all enabled the Group to provide a modern, fit-for-purpose meeting space, equipment, vehicles and opportunities for thousands of young people.

Through this hard work and careful financial management, the Group has built up a healthy reserve, and more money than we need as part of our day-to-day operations for a long time, meaning we are in a position to provide direct support to other Scout Groups, Explorer Scout Units and entities within the Scout County of Suffolk.

Upon the Group reaching its 100th birthday in 2025, the Group Trustees approved an annual Centenary Fund of £10,000 for this purpose, which will be ongoing for as long as the Trustees deem our reserves able to support this fund, to be agreed annually at the Group AGM.

It has been a commonly held view within Scouting; that Groups, Districts and Counties cannot transfer money to one another, however, a charity can in fact grant fund another charity as a way of meeting its charitable purposes, providing that it is in our charity's best interest. This means our Group, (if it can and it is the right thing to do) can step in to support a Group, District or County entity, if it is struggling financially. It is down to our Trustees of the Group to choose to offer this support.

Who we can fund...

We will primarily fund Scout Groups (including all Sections) and District Explorer Scout Units within the Scout County of Suffolk. Sections of Groups should approach their Group Trustees, and District Explorer Scout Units should approach their District Trustees for support before making an application.

We will also consider applications from District and County entities responsible for facilities, events or programme support, which directly support young people Scouting in Suffolk. These entities should approach their District or County Trustees for support before making an application.

11th Ipswich Scout Group Centenary Fund

What we can fund...

We want to be as flexible as possible to genuinely help those who need it most. Therefore, we will consider applications for most Scouting purposes. This list below gives you an idea of what we'll consider:

- Scout premises repairs, minor improvements and equipment
- Repair or purchase of vehicles
- External learning or training that Groups/Districts/County cannot afford to pay
- Programme equipment and materials
- Events that get Scouting going again, including recruitment activities
- Enabling inspirational and innovative projects to happen

What we can't fund...

- Capital, large building or construction projects
- Individuals attending activities, camps, or trips, etc.
- Projects that are not financially sustainable and require ongoing funding
- Fundraising activities
- Applications from any entity with total reserves above £20,000.00
- Anything that is not within the spirit of Scouting
- This list is not exhaustive, and the Group Trustees decision is final

How much we can fund...

We will fund up to £1,000.00 for any one application. This can be for total costs or a contribution towards a bigger outlay. We have a total annual fund of £10,000.00 to award.

Only one application per granting year can be made by the same entity.

The grant funding year runs from 1 April with applications accepted throughout the 12-month period until all funds are awarded. Any unspent funds will be rolled over to the next granting year.

Applications will be closed when grant funds are spent for the current granting year and you will be unable to submit an application until the next granting year.

11th Ipswich Scout Group Centenary Fund

How to apply...

We want to keep the application process as straightforward as possible. Please have the following information ready to complete the application form:

- Scout Group/ESU/Entity/District/County name
- Charity registration number (if applicable)
- Location (meeting place) and address
- Contact person – name, Scout role, email, phone number and membership number (if you are not the Lead Volunteer/Chair, then you will need one of them to confirm they support the application)
- Amount of money requested, and if not a 100% grant if/how you fund the rest
- What the money is to be spent on and why it is needed now
- Whether this is one-off or likely to require longer-term support
- The difference this will make to young people and volunteers
- When would the money be spent (it must be spent within one month of receipt)
- Most recent approved annual accounts along with up-to-date accounts
- Scout bank account name and details (for payment)

What happens next...

Upon submitting the application form, it will be received by the Group Trustees who will aim to review and make a decision within one month of receipt of your application. If your application is successful, we aim to make payment within a further two weeks. **This means from date of application, to being awarded a grant, could take up to six weeks;** but we will advise you of the outcome as soon as possible.

If your grant application is unsuccessful, we will explain why. **The Group's Trustee's decision is final and there is no opportunity to appeal.** You are welcome to reapply, either in the current or next granting year. Feedback may be provided to help you be successful next time.

If your application is successful, we aim to make payment by bank transfer to the nominated Scout bank account on the application form, within six weeks of receipt of your application.

You must spend the grant and return a copy of the receipt(s), which amounts to the total grant awarded, within one month of receiving the grant, unless prior approval has been

11th Ipswich Scout Group Centenary Fund

received from our Trustees. (This may be because our grant is part-funding a larger project, or a deposit is required in advance, for example).

When submitting your receipt(s), we would also like a short summary of the impact the grant has made along with any photographs or videos.

If you do not spend all or part of the grant within the allocated time period, you will be required to return the balance to the 11th Ipswich Scout Group Centenary Fund within a further one-month period, unless approval for alternative arrangements has been given by our Trustees.

Your data...

We collect your name, telephone number, email address and role, together with the same details of your Lead Volunteer or Chair (if they are not the applicant) along with the details of your Scout entity, annual and most up-to-date accounts and details of your grant application.

We need this information in order to assess your application, respond to your application with feedback, and to administer any funding that is agreed.

We will keep your application up to seven years in order to be able to track and report on the volume and nature of grant applications and to assess suitability for further funding.

Your data will only be shared with 11th Ipswich Scout Group Trustees in relation to assessing this grant application and will be stored securely.