

## **GRANTS & FUNDS POLICY (Version 26.0)**

### **1. PURPOSE**

This policy sets out the funds held by Cardiff West District Scout Council (“the District”), the principles governing their use, and (where applicable) the processes by which grants may be applied for and awarded.

The policy is intended to ensure that all funds are applied transparently, fairly, and in accordance with:

- The Scout Association’s Policy, Organisation and Rules (POR)
- The Charities Act (2011)
- The District’s Financial Management Policy

### **2. GENERAL POLICY**

The District Trustee Board is responsible for ensuring that all funds held by the District are used solely to support the charitable purposes of Scouting within Cardiff West District, and for ensuring that all financial activity is lawful, prudent, and compliant with POR and charity law.

The District Treasurer is responsible for the oversight and day-to-day administration of the District’s finances. The Treasurer will make recommendations to the District Trustee Board on financial matters, including (where appropriate) recommendations relating to grant applications received. Final decisions on the award, level, or refusal of any grant rest solely with the District Trustee Board.

All grant awards are subject to the availability of funds at the time of application. The District Trustee Board’s decision regarding whether a grant is awarded, and the amount awarded, shall be final.

The funds available, maximum levels of support, and the terms and conditions governing their use will be reviewed annually by the District Trustee Board, informed by a recommendation from the District Treasurer.

### **3. GRANT CONDITIONS**

All financial support offered by the District is subject to the following conditions:

- Applicants must first seek appropriate support from their relevant Scout Group or Explorer Unit before applying to the District.
- An individual may normally receive no more than one District grant within any rolling 12-month period.
- The relevant Group Lead Volunteer or Explorer Unit Lead Volunteer may be contacted to verify or discuss details of an application prior to any grant being awarded.
- All applications must be submitted via the District’s online Grants Form, available through the District website at <https://www.cardiffwestscouts.org.uk/contact-us>. Applications not submitted via this route will not be considered.
- All approved grant payments will be made by BACS transfer only to a recognised Scout Group or Explorer Unit bank account. No payments will be made directly to individuals.
- Scout Groups or Explorer Units will be responsible for distributing funds to the applicant(s) in accordance with the purpose of the grant.
- Except in exceptional circumstances (such as demonstrable financial hardship or where expressly approved by the District Trustee Board), the District will not make payments to any Group or Explorer Unit that has overdue balances, unpaid invoices, or unresolved financial liabilities to the District.

## **4. SPECIFIC GRANTS & FUNDS**

### **A. GENERAL SUPPORT FUND – EQUIPMENT**

This fund is available to support Scout Groups, Explorer Units, or individuals within the District with the purchase of equipment or the costs associated with running Scouting events. Grants may be awarded to cover up to 50% of the total eligible cost of an event or equipment purchase, subject to a maximum award of £250. Applications must demonstrate that the proposed expenditure will provide a clear benefit to Scouting within Cardiff West District. All applications are subject to approval by the District Trustee Board.

## **B. GENERAL SUPPORT FUND – TRAINING**

This fund exists to support adults aged 18 or over within the District who wish to undertake specialist training that will provide a demonstrable benefit to the District. Grants may be awarded to cover up to 50% of eligible course costs, subject to a maximum award of £250. The District will not provide funding for training that is already available through the Area Training Team. This fund is typically intended to support attendance at courses leading to National Governing Body qualifications, particularly where this supports the granting of a Scouting Activity Permit. Applicants must demonstrate a clear need for the training and must have discussed the application in advance with, and obtained provisional support from, the District Lead Volunteer. Applications submitted without this prior discussion will not be considered.

## **C. INTERNATIONAL GRANT**

This fund provides support to individuals (young people or adults) from the District who are attending international Scouting events or activities in a representative capacity. This may include, but is not limited to, events such as a World Scout Moot, Explorer Belt expedition, or other international Scouting visits. Grants may be awarded to cover up to 50% of the total eligible cost of the event, subject to a maximum award of £250.

Applications will be considered on an individual basis. The District Treasurer will make a recommendation to the District Trustee Board, which will make the final decision on the level of support awarded. Where multiple eligible applications are received for the same event, all applicants will normally receive the same level of support for that event. The percentage level of support may vary between different events, depending on available funds and priorities.

If an applicant is unable to attend the event for which funding has been awarded, the grant must be returned to the District. Alternatively, with the District's agreement, the funds may be transferred to a reserve or replacement participant from within the District attending the same event. Where funds are neither returned nor transferred appropriately, the District reserves the right to recover the full amount from the individual, Scout Group, or Explorer Unit concerned.

## **NB – RUSSELL GRANT (AREA FUND)**

The Russell Grant is an Area-level hardship fund intended to alleviate financial pressures and support grassroots Scouting. It may be used to subsidise costs such as uniforms, subscriptions, camps, or local activities.

International events and activities run by ScoutsCymru, UK Scouts, or international Scout organisations are not eligible under this fund. The District understands that awards are typically made up to £100.

Applications for Russell Grants must be made directly to the Area using the online application process available at: <https://www.cardiffandvalescouts.org.uk/training/grants/>

## **5. OTHER BENEFICIAL FUNDS**

### **A. RESERVE FUNDS**

Reserve funds are held to meet unbudgeted or emergency expenditure and to cover overspends on approved budget items. In exceptional circumstances, and subject to approval by the District Trustee Board, reserve funds may also be used to address shortfalls in designated funds described within this policy.

### **B. OCCASIONAL FUNDS**

Occasional funds are held for specific large-scale District activities or events (for example, a District Camp). These funds will be administered separately by the District Treasurer and held on a temporary basis for the duration of the activity or event.

## **6. REVIEW AND AMENDMENT**

This policy will be reviewed regularly to ensure it remains current and continues to meet the needs of the District.

Any proposed amendments will be recommended to the District Trustee Board for approval. The District Trustee Board reserves the right to amend this policy at any time where it considers this to be in the best interests of the District.

Updated: 30-04-2026

Approved on Behalf of the District Trustee Board:

Signature \_\_\_\_\_ Name \_\_\_\_\_ District Chair

Signature \_\_\_\_\_ Name \_\_\_\_\_ District Lead Volunteer

Signature \_\_\_\_\_ Name \_\_\_\_\_ District Treasurer

Signature \_\_\_\_\_ Name \_\_\_\_\_ District Trustee