**Melvin Skidmore Memorial Fund**

**Application Guidelines**

1. **Introduction**

A bequest has been made from the trust fund of the late Melvin Skidmore to Cardiff East Scouts. As a result the East Executive has set up the Melvin Skidmore Memorial Fund to support members in the District.

These funds are to be used for the benefit of the members of the Scout Association in the East District to align with the Four Pillars of the 2018 Vision to deliver tangible benefits focussed across all members. In particular funds will be provided to cases based on merit which demonstrate wide benefit in supporting the values of Scouting.

The fund is managed by a sub committee comprising of four members – two uniform members, an Executive representative and a Young Leader from the District. This sub-committee is accountable to the District Executive, who will manage the funding over a five year period, including review of the supported activities and categories.

It should be noted that the funding is not to be used to replace existing funding held by District or Groups, which could otherwise be used to fund activities or resources. Additionally funding will be provided in partial support for activities or resource requirements rather than full funding.

The usage of the bequest is spilt into the following categories:

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| **Category** | **Allocated Funds** |
| 1. **Support for the Development of Delivering Adventurous Activities**   The fund will support the training costs for bespoke training to allow members within the District to deliver adventurous activities to Groups within the District at a reduced rate.  Individual requests for training/permits will be considered on merit and benefit to future delivery of adventurous activities within the District.  Permits will be initially focussed on hill walking, climbing, canoeing, kayaking but will include other activities as requested.  The fund will consider support based on the merit of the application and the future benefits to District members. | £10,000 |
| 1. **East – Adventurous Activities Equipment**   With the increase in adventurous activities envisaged – equipment will be required to support these activities.  Requests will be considered via the permit holder of the required activity. Where appropriate such equipment would be available to District members. Such equipment may include ropes, boating equipment, and geo-caches.  The fund would consider support up to 50% or £250 (whichever is the lower). Amounts in excess these guidelines would be considered in exceptional circumstances. | £7,500 (was £15k) |
| 1. **International Travel**   This fund would be named after the benefactor – ***The Melvin Skidmore International Travel Memorial Fund.***  Requests would be based on merit. In particular hardship cases would be looked upon favourably. Requests for funding would be open to both adult members and young people for international travel.  .  Requests for support would include attendance at the World Scout Jamboree and undertaking Explorer Belts.    Applications from young people would require supporting information, including what activities they have done to support their trip. The application would need to be endorsed by Section Leader or Group Scout Leader of the applicant.  .  Adult applications would require similar supporting information, with applications endorsed by their Scouting line manager. | £10,000 |
| 1. **Group Support**   For Groups to improve their infrastructure and ensure it is fit for purpose. This may include improvement to buildings owned by the Group, or the District. It may also include the purchase of Scouting equipment.  Applications from Groups who are seeking to re-establish themselves through managed growth, or are starting new sections for example, would be welcome.  When seeking funding Group bank balances and any other reserves would need to be declared, In cases where it is considered that Group already holds sufficient reserves to pay then the application will likely be declined.  The fund would consider support up to 50% or £250 of the cost (whichever is the lower) of the request. | £7,500 (was £10k) |
| 1. **Community Profile Raising**   Available for Group or District activities which specially raise the profile of Scouting within the Community.  This might include:   * Branding of Group or District assets * Maintenance of equipment used for profile raising * PR equipment * Special Development Projects – Community profile raising events for greater member recruitment – both adult and young people * Social media/websites   The fund would consider support for activities based on the merits of each application. No one request in a year will account for more than 25% of the anticipated fund for that year. | £5,000 |
| 1. **Supporting Nights Away**   Available to support Young People in the District, whose families are in serious financial hardship, and without support may be unable to purchase equipment, or pay for, nights away organised/attended by their Group, or the District.  Applications would be made by Groups on behalf of their members. It would not be a requirement that parents/guardians apply. Groups will decide if the equipment will be kept and maintained as a Group resource or given directly to members.  The fund will pay for basic equipment of a bag/rucksack, sleeping bag and roll mat. Suitable equipment aligned to the applicant age range will typically be supplied through the Scout Shop.  The fund will also support applications to cover the costs of nights away. Again applications can be made directly by Groups where leaders/GSLs identify a hardship.  The fund will consider support based on the merit of the application and the future benefits to District members. | £7,500 |
| 1. **Young Leader Training Support**   The fund will consider applications from the District Programme Team to support additional activities aligned with Young Leader Training that will enhance and supplement training activities. These should provide both enhanced training opportunities and team building to provide the next generation of adult leaders.  This will include activities that may otherwise be unaffordable with existing budgets.  The fund will consider support based on the merit of the application and the future benefits to District members. | £2,500 |

1. **Application for Funding**

Applications for funding should be made using the form that can be found in Appendix A. All applications must be endorsed by the applicant’s Group Scout Leader, or line manager.

As well as describing the costs of the application, the assessors will carefully consider the benefits that support will bring both to the individual and to the wider District community. Where possible these benefits should be quantified. These should be based around the Four Pillars of the 2018 Vision of Growth, Inclusivity, Youth Shaped and Community Impact.

Scouting in 2018 will:

* make a positive impact in our communities
* prepare young people to be active citizens
* embrace and contribute to social change.

Scouting in 2018 will be:

* shaped by young people in partnership with adults
* enjoyed by more young people and more adult volunteers
* As diverse as the communities in which we live.

Members of Scouting in 2018 will feel:

* empowered
* valued
* proud

Once the application has been completed it should be sent to the Memorial Fund Sub-Committee, who will consider the application. A recommendation will be made to the District Executive, who will agree, or otherwise, with the recommendation. The applicant will be advised of the outcome by the sub-committee.

**Melvin Skidmore Memorial Fund Sub-Committee**

**Updated December 2017**

**APPPENDIX A**

**APPLICATION FOR FUNDING**

**MELVIN SKIDMORE MEMORIAL FUND**

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Position Held** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Scout Group Name** |  |
| **Application Amount £** |  |
| **Total Cost of Activity/Equipment £** |  |

|  |  |
| --- | --- |
| **Category of Funding** | **‘X’** |
| **Support for the Development of Delivering Adventurous Activities** |  |
| **Adventurous Activities Equipment** |  |
| **The Melvin Skidmore International Travel Memorial Fund** |  |
| **Group Support** |  |
| **Community Profile Raising** |  |
| **Supporting Nights Away** |  |
| **Young Leader Training Support** |  |

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| --- |
| ***Please set out the reasons for your application set against the 2018 Vision Four Pillars. This should include the total cost of the activity, and/or equipment, what the funding will be used for, how the support will benefit both the applicant and the wider Scout movement in the District. If any benefits can be quantified these should be stated. The source of the balance of the funding should also be stated.***  ***If applications are being made by Groups the balance of Group bank accounts and other reserves should be stated, along with the reasons why existing funding is not being used to fund the activity/equipment.***  ***This section should be not more than 500 words.***  ***Signature of Applicant………………………………………………………………*** |
| ***Endorsement and Supporting Comments by Applicant’s Group Scout Leader or Line Manager***  ***Note: Where an application is being made on behalf of a Group the Applicant may be a leader, or Executive Member, with the Group Scout Leader signing this section***  ***Signature of Applicant’s Group Scout Leader or Line Manager……………………………………..*** |

The application should be sent to [memorialfund@cardiffeastscouts.org.uk](mailto:memorialfund@cardiffeastscouts.org.uk)