



## GLSW - Funding of District Development Projects

This document provides guidelines for Districts considering applying for development grants from Greater London South West County Scout Council. All Districts are encouraged to do so.

The County will provide grants of up to £6,000 per annum to help its Districts to implement projects that seek to achieve the aims of the County Development plan 'Thinking Differently about GLSW'. Initial funding is for a maximum of 3 years.

### **Funding priorities**

Applications should be for projects that focus on one or more of the priority areas below:-

1. Recruitment and retention of adults, including ongoing personal support of all adults in the District.
2. Developing Scouting opportunities for the 18-25 years of age group in the development of the Scout Network.
3. Developing Scouting opportunities for the 13-18 years of age group in the development of Explorer Scouting.
4. Developing Scouting opportunities for girls and young women.
5. Developing Scouting opportunities for minority ethnic communities.

Districts may submit applications for projects that focus on other areas of local priority, provided that at least one of the above priority areas will also be included within the project.

### **Assessment criteria**

Funding applications are assessed against the 'funding priorities' set out above and using the following assessment criteria

1. The aims of the project must be stated as clearly defined and measurable targets.
2. The District must make available (or obtain from elsewhere) a contribution of at least 50% of the project's anticipated running costs, A District "management plan" must be provided with the application to indicate how the project will be supported and who will be responsible for the link between the project and the District Executive.
3. Funding will be for an initial period of a maximum of 3 years.



4. The District must indicate how funding will be obtained if the project is intended to continue beyond 3 years.
5. The District must show how the outcomes of the project will be sustained after the period of the County's funding.

## **Reporting**

An important element of any development project is effective monitoring, evaluation and reporting. Effective reporting enables others to benefit from the lessons learnt, ensures successful practices can be made known and enables the County to evaluate the work against the agreed aims and targets.

Districts will be expected to provide annual progress reports and an end of project report in the form of a case study. These reports must include:-

1. A progress report and interim evaluation against agreed work plan objectives.
2. A current statement of accounts.
3. An outline work plan and revised budget for the ensuing year.

The reporting process will coincide with a visit by members of the County team and Executive at which the items outlined above will be presented. The members of the County team and Executive may ask for additional information at this time or more evidence to substantiate the achievements of the project to date.

## **Issues to consider**

Additional funding may be available from other grant-giving bodies. The Development Grants Board at Gilwell Park supports development projects and their criteria are very similar to those stated above. Districts could possibly gain match funding of the combined totals of GLSW & their own contributions which could provide them with £24,000 per annum for development work.

Careful consideration should be given to how the project would be effectively managed. Projects that have been considered 'successful' in the past have remained focused on their core aims and objectives which has enabled them to demonstrate their achievements within prescribed time frames. Projects that fail to demonstrate that they have achieved their aims are often those that have been managed by individuals that have used the project to undertake tasks that they were unable or unwilling to undertake themselves, and which were not part of the stated objectives.

Projects should also factor in start up costs which could include equipment, training, induction, VAT, legal fees, recruitment and even redundancy costs.



If employment is a factor in any project the County are able to provide support in HR issues, employment contracts, annual assessments and PAYE & NIC.

### **Application**

Districts should in the first instance discuss their plans with the County Commissioner. After initial informal agreement, the District should produce a 3 year plan for the project with a detailed work plan for year 1 and outline work plans for years 2 & 3. The plan should also include the aims and objectives and the targets for each of years 1, 2 and 3. The County recognises that District plans will be aspirational in their objectives and encourages this; it is therefore also recognised that the final outcomes of a project will need to be measured against aspirational objectives. The application should include a budget, details of how (and, where possible, by whom) the project will be managed and the expected outcomes after 3 years.

Ratification by the District and County Executives will be required before any formal offer of a grant is made by the County to a District.

The County is willing to provide guidance and assistance to Districts in all stages of the application process, from initial project ideas through to how to put together a work plan and set objectives. However, because the County must remain objective when considering applications, it is not possible to assist (beyond giving general guidance) with the preparation and submission of the actual application itself.

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