



## Bursary Fund Application

Whilst Scouting offers excellent value for money, Witney Buttercross Scout Group recognise that there are young people who could be excluded because of affordability. The trustees and Executive wish to ensure that all members are able to participate fully and have therefore set up a Bursary fund to ensure all young people can access and benefit from being fully involved in scouting.

Parents/guardians wishing to apply should complete the information below and submit to the Group Treasurer (details of current officers can be found on the website) for consideration by the Trustees. All information supplied will be kept confidential and please refer to our information sheet with details.

Parent's name ..... }

Child's name ..... } Please print

Section ..... }

What would you like to apply for a contribution towards (delete as appropriate):

termly subs          a trip/camp

Please tick whichever statement is relevant

- I am receiving income support
- I am receiving job seeker's allowance
- I am receiving child tax credits (not working tax credits)
- I am receiving DLA
- I am receiving Universal Credit
- None of the above (Please use the space below to explain why you need financial support and continue overleaf if necessary)

Signed ..... Date.....

Please show the supporting evidence (listed above) to the Group Scout Leader or the Group Treasurer and return this form to the Group Treasurer.

The appropriate document has been seen.

Signed ..... Date.....



## WITNEY BUTTERCROSS SCOUT GROUP BURSARY FUND

### Purpose

The purpose of the fund is to ensure that no young person is excluded from scouting or from participating in scouting activities due to parental hardship.

### Awarding Committee

The awards would be in the gift of the trustees of Witney Buttercross Scout Group - or whosoever is appointed by the Chair to deputise on any occasion. The chair will have the casting vote.

### Application Guidance for Applicants and Awarding Committee

Any grant is not designed to provide full reimbursement and the amount granted to each individual would be at the discretion of the committee based on perceived need and the realisation that such assistance would benefit both the young person and the charitable purpose of the Group.

The bursary fund will be promoted on the Group website (with a link to the report) and on the notice board in the Scout Hut.

In each case the applicant should give brief details of the reason for the request either on the reverse of the form or in a supplementary letter why the applicant requests a contribution from the Group.

Claims should be made on the proper form and, then submitted directly to the Group Treasurer (currently Kate Worrall - [garrigill97@gmail.com](mailto:garrigill97@gmail.com)). As an alternative, the application can be put in the Exec drawer in a sealed envelope.

Claims can be for a contribution towards termly subscriptions or towards camp or activity fees. It is anticipated that contributions towards camp or activity costs will be 'one-off' assistance and should be applied for as they occur.

It is likely that ongoing awards may be required towards termly subscriptions - parents need to re-apply each term or confirm circumstances haven't changed..

### Timeframes

Applications may be made at any time and the Awarding Committee will convene to consider each request on receipt - this can be face to face, by phone or email.

The Awarding Committee will report back on anonymised bursaries, through the Group Treasurer's Report at each Exec meeting.

### Accounting Process

The relevant section will need payment from the fund in respect of their portion of on-going termly subscriptions or the full cost of the camp/activity when an award is granted. The Group Treasurer will transfer the relevant amount and let the Section Leader know the name of the member/purpose.

### Funding and ongoing Sustainability

The Group will set aside an amount every year from any surplus generated from General Funds in the previous financial year but additional funding may be via a variety of routes, all for approval by the Scout Executive and could include but not limited to:

- Allocation of a percentage of any surplus generated in general funds by normal activity each financial year.
- Ring fencing of any residue funds from restricted grants, which don't have to be returned to the funder.
- An additional levy on the affiliation fee charged to members each year.
- Exploring the opportunity to apply for any grants that may be available to supplement our bursary fund-for example local charities, Children in Need as this will reduce the cost to the Group.
- Specific fundraising with in the group, for example through events, appeals.