

Financial Assistance Policy

Requirement

The Group Executive Committee recognises that there are circumstances where members of the Scout Association may be unable to meet the financial commitments for key Scouting events, but their participation would be both deserving and of significant benefit. This policy outlines the framework for handling cases of financial hardship related to events. Hardship cases are always considered on a case-by-case basis, and only where sufficient funds are available.

Implementation

When a young person's parents or carers approach the relevant Section leaders, the Section Leader should enter discussions within the constraints of this policy. The Leader(s) may ask the GSL, Group Chair, or Treasurer to participate.

Final approval requires the agreement of both the Group Executive Committee and Treasurer, where approval is required which falls before the Group Executive Committee meeting, the Group Scout Leader may give authorisation within the constraints of the Termly Budget.

The total amount available for support (the financial assistance Fund) in a given Term will be agreed at the Group Executive Committee meeting. The Group Executive Committee and Treasurer will not allocate support beyond this total. Any request for further support must be agreed by the Group Executive Committee.

The primary consideration must always be the young person: if they are keen and active members then we should be doing everything we can to enable them to attend.

Commitment to Scouting

The applicant must show a regular commitment to the Association/Group, commensurate with the subsidy requested. For a main Summer camp, the following is a minimum:

- Regular attendance at Group fundraising events
- Membership of Group or Partnered Sections
- 6 months of regular attendance, confirmed by their relevant Section leader.

Financial situation

The Financial Situation must be assessed on a case by case basis, the Section Leader must make due enquiry to ensure the applicant is worthy of assistance and the circumstances warrant the level of assistance being offered.

Any change in financial circumstances should be reported to the Section Leader so that the level of assistance can be re-assessed if necessary.

Applicants should not assume repeat support and should liaise accordingly for each activity where assistance may be required.

Payment options

Payment options may vary depending on individual circumstances, the following are examples of payment options which may be used:

- Full cost of Camp or Activity covered by the Group – Where there are large numbers of applicants requiring assistance the Group Executive Committee must decide whether it is financially viable to cover the full cost of all applicants or to reduce the camp budget based on the Group covering a portion of the cost for each applicant.
- Partial cost covered – This must be agreed at the outset and strictly enforced, irregular or random payments must not be accepted.

In all cases the Group Executive Committee must be informed and kept up to date with any changes.

The Group Treasurer must also be informed to allow for adjustments in payment mandates to be made on Online Scout Manager.

Subscriptions

Waiving of Monthly Subscriptions – Monthly Subscriptions may be waived though it would be preferred that a reduced rate be agreed with the applicant.

Confidentiality

Information relating to individual hardship cases is often highly personal and is to be treated as strictly confidential. Any record of discussion of a hardship case at Group Executive Committee will be reported in a Confidential Minute, separate to the normal minutes.

Applying for assistance

In accordance with the Financial Policy of 1st Fareham Scouts payments for events or camp should be initiated or received no less than two weeks prior to the event to ensure accurate budgeting, therefore any application for assistance should be made prior to this deadline.

Recording

Section or event Leaders must record any applications for financial assistance using the template attached to this Policy, this must be returned to the Group Treasurer prior to any funds being released in relation to the application.

Financial Assistance Record

(Strictly confidential when complete)

Name of applicant: _____

Purpose of application i.e. Summer Camp: - _____

Amount applied for: _____

Date assistance required: _____

FULL PAYMENT

PARTIAL PAYMENT

WAVING OF MONTHLY MEMBERSHIP FEES

Brief description of Agreement (If required): _____

Confirmation by Section or Event Leader:

I confirm that I have made due enquiry into the circumstances of the application and have made the above arrangement with the applicant. I further confirm that the applicant meets the requirements under the heading Commitment to Scouting on Page 1 of this Policy.

Signed: _____

Name: _____

Role: _____

*This form must be returned to the Group Treasurer immediately after completion

This page left intentionally blank