



Scouts

Croydon District

Croydon District Scout Council

Grant/Loan Application Policy

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PURPOSE

This document sets out Croydon District Scout Council's ("The District") policy and procedures for requesting loans and or grants and those entitled to apply.

POLICY

The District will consider applications for loans and or grants from any Scout Group, Explorer Scout Unit and any other training Section which comes under the responsibility of the District. Applications will also be considered from any premises or training centres etc which the District are responsible for within the London Borough of Croydon.

Applications for loans and or grants will be considered for capital expenditure to buildings, international experiences, large District activities/events and for the purchasing of large items of equipment and resources. In exceptional circumstances and subject to the approval of the District Commissioner and District Chair retrospective applications may also be considered provided they fall (at the time of application) in a period of no longer than 3 months previously.

PROCEDURE

The District will expect that any application will have received the appropriate approval from the relevant Committee in support of the application prior to the application being made. In the case of a Scout Group this must be the Group Executive Committee. A copy of the minutes from the relevant meeting will be required as confirmation.

All applications must to be forwarded to the District Commissioner and District Chair who will raise it for discussion at the next available meeting of the District Executive Committee. Under normal circumstances this should be at least 4 weeks before the meeting and a minimum of 2 weeks. In exceptional circumstances this requirement may be waived.

The District Executive Committee will then consider the application and under normal circumstances will make a decision based on the information provided at the same meeting. In exceptional circumstances or where further information is required a decision may be delayed until a later meeting.

Applicants can normally be expected to be advised of the outcome of their application within 14 days of the meeting. Normally the terms and conditions of any loan or grant will be detailed at the same time. In the case of a loan this will include a suitably agreed repayment schedule. The decision of the District Executive Committee is final and binding.

All monies granted as loans are repayable in the agreed timescale with a fixed annual interest rate (currently 2.0%). The interest rate will be reviewed and set annually by the District Executive Committee.

Funds awarded as grants are non repayable. In certain circumstances monies may be granted as part loan part grant. As part of the application process applicants are required to state whether they are applying for a loan or grant or both.

In any event all monies awarded must be used for the purpose they were applied for. As proof (and for record purposes) it will normally be necessary to provide copies of invoices/receipts and where appropriate guarantees and warranties to the District Treasurer.

REQUIREMENTS

The application should include a detailed report of how the monies are to be used, what benefits they offer to Scouting and details of any other funding applied for. The application should also include proposed timescales and where appropriate the proposed repayment schedule.

In the event that the application is for capital expenditure on buildings the application must include detailed plans of the proposed works and formal quotations including where appropriate details of any warranties and guarantees provided by contractors.

ADDITIONAL REQUIREMENTS

Where applications are from Groups, Explorer Units and premises the following will also be required.

- All applications must be supported by a 3 year Group/Unit/Premises Development Plan

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- All applicants must be able to demonstrate that they are financially sound with the necessary plans/means to make any loan repayments.
- Applications from Scout Groups must be supported by a full set of audited accounts for the previous finance year.
- All applicants must be able to demonstrate that they have a functioning committee. In the case of a Group this must be the Group Executive Committee.
- Applicants from Scout Groups and Explorer Scout Units must meet the District requirements for minimum standards.
- Applicants for capital expenditure for buildings must be able to show that they have security of tenure. For leasehold properties there must be a minimum term of 5 years remaining on the lease.

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