

# Fundraising for Visits Abroad



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**0845 300 1818**

Exchanges, international events and visits abroad are usually organised economically and offer good value for money, but for many families the cost is still substantial and it will be necessary to raise funds.

There are many books and leaflets available giving general advice on fund raising and sponsorship, and ideas appear from time to time in Scouting Magazine. There is only space within this briefing paper to detail some basic guidelines and to highlight considerations specific to Scouting.

Organisers should set a realistic budget for international projects. It can be advantageous to set an all-inclusive fee covering such 'extras' as training activities, equipment and so on. But on the other hand, care should be taken to establish what is really necessary or useful and not just desirable or available, so that an achievable basic cost is established.

Policy, Organisation and Rules (POR) includes several important statements on fundraising which must be observed in connection with international projects.

These include:

- Conducting fund raising in accordance with the principles embodied in the Scout Promise and Law.
- Basing fund raising by Members on earning money where possible.
- Conducting fund raising only within your own Group, District or County/Region. District and County/Regional Commissioner must be kept fully informed of fund raising methods and of

approaches to local companies, individuals or organisations. Approaches to national companies or organisations should only be made with the explicit approval of the Association's Fundraising Manager at Gilwell Park.

It is important when raising money or obtaining gifts in kind that we do not upset existing arrangements for the support of local Scouting, and therefore close liaison should be maintained with your District and/or County/Regional Commissioner.

If there is a company with a major plant or headquarters in the area, it may be in order to approach them for cash support or equipment sponsorship. This approach is best made by someone who is already known to the company's senior management and who is in full sympathy with efforts to finance the project and support individuals. Approaches to sponsors and grant agencies must be carefully developed. Your application will be one among many and the quality of your project and its presentation are both important. The initial impact made by a letter or visitor to a likely sponsor is vital. Have as professional an approach as possible. Letters should be typed on official letter-paper and should be clear, concise and to the point. Visits to trust or company managers should be very carefully prepared and conducted in a friendly but business-like way.

The International team and Fundraising team at Headquarters are pleased to give advice to those making applications.

## The Scout Association

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk) [www.scouts.org.uk](http://www.scouts.org.uk)

If someone does offer support you should always write to thank them straight away, and remember to write a short report and thank them again when you come home.

Other basic guidelines for fund raising are as follows:

1. Always ask; don't demand support.
2. Never turn down offers from companies of goods or services in kind rather than just money - these can be resold or raffled to turn them into cash.
3. Try to get support from your local newspaper - if you can get publicity, you are more likely to get support from local industry and commerce.
4. Remember that the way you go about your fund raising will reflect on you and The Scout Association. Make sure that nothing you do, design or write will cause deception or offence.
5. Fund raising events should always be planned and advertised well in advance, and be carefully budgeted to ensure that a loss is never made at an event. Possible events include:
  - Art and craft sale
  - Disco
  - Barbecue
  - Fashion show
  - Bam dance
  - Beetle drive/Bingo
  - Quiz nights
  - Raffles
  - Cheese and wine evening
  - Sponsored almost anything (for example walk, abseil, etc.)

Make certain that your fund raising activities comply with the law. This is especially important with regard to raffles, treasure hunts and collections. Local authorities can give guidance on any licences needed. Insurance is equally

important for many fund raising activities which may involve members of the public. You may also wish to consider insuring major events against failure or bad weather.

### **Grant Aid**

It is essential to apply to grant-giving bodies as early as possible. Applications for summer exchanges, or at least notification of the intention to apply, is often needed by September the previous year.

There are two main grant-giving agencies concerned with youth exchanges and applications to both should be made direct. However, the International team would be pleased to offer advice on the form and content of both the proposed exchange and the grant application.

### **Connect Youth International**

The British Council  
10 Spring Gardens  
London  
SW1A 2BN

Tel: 020 7389 4043

Fax: 020 7389 4033

<http://www.britishcouncil.org/connectyouth-forms-youth-for-europe.htm>

Grants are available to British youth groups to assist with the cost of travelling abroad and the hosting of visiting youth groups to the United Kingdom, as part of reciprocal exchanges. Priority is given to groups of young people aged 16 to 20 engaged in two-way exchange projects emphasising social and cultural development of young people.

The criteria for grant aid are set out on the leaflet 'Grant Application Criteria' available free of charge from Connect Youth. This, and the application forms, can be downloaded from the Connect Youth website. Grants are not normally given to those participating in regular events such as international camps and Jamborees. Grants are considered for projects with Western and Eastern Europe, the USA, Japan and Pakistan. As well as British Government grants, Connect Youth administers European Community's "Youth for Europe" scheme. As well as administering grants,

Connect Youth produces publications on youth exchanges and provides advice and information.

### **Commonwealth Youth Exchange Council**

7 Lion Yard  
Tremadoc Road  
London  
SW4 7NQ

Tel: 020 7498 6151

[mail@cyec.org.uk](mailto:mail@cyec.org.uk)

Commonwealth Youth Exchange Council (CYEC) is a charity formed to promote contact between groups of young people in Britain and all other Commonwealth countries by means of educational visits and exchanges. CYEC distributes British Government funds (among other sources) for Commonwealth exchanges. The Council is especially interested in supporting exchanges with the developing nations of the Commonwealth. 'The Guidelines for Funding' and application forms are available on request. CYEC also provides practical information and advice on Commonwealth exchanges.

### **Other Sources**

A number of specialist trusts and charities have grants available for specific types of international projects. Your local library will have guides to grant-making trusts in the reference section. Your Scout District or County may administer a fund of their own from which money may be available, with your District Commissioner able to advise on this. Some Local Education Authorities are able to help, and local trusts such as Rotary and Lions Clubs can also be approached. Often such funding leads to requests for a presentation after the event, which can be excellent for public relations. Spread the net of your fund raising efforts as widely as possible.

Chambers of Commerce will provide lists of local firms and companies which may be prepared to give support for an individual participant or provide sponsorship for a particular item of equipment. Larger companies may even sponsor the children of employees.

### **Headquarters Grants**

A grant to assist international visits and exchanges is available from the International Fund. This fund is an amalgamation of the previous funds available through the International team at Headquarters.

Details of the International Fund are as follows:

- Core information will be required upon application (itinerary, budgets, etc.).
- No more than 50% of the total cost per person will be awarded (up to a maximum of £200 per person).
- A short report of your trip upon return will be required.
- Send a postcard from your trip (to the International team at Gilwell Park).

**Applications must be supported by the District Commissioner AND the Assistant County Commissioner (International) [or country equivalents] or County Commissioner.**

As it takes some time to process your grant application, you should apply no less than three months before your trip. Grants will not be paid retrospectively or to cover general shortfalls.

As almost all applications received are for students or those still at school, these alone may not be sufficient grounds for a grant to be made. In order to assess your application, brief details of the personal circumstances of those requiring assistance are necessary, which will be treated in the strictest confidence. Such circumstances as low family income, single parent families and unemployment will receive priority treatment. In cases such as special needs or overseas development projects, there may be other Headquarters funds which can assist. However, you only need to make one application, and the International team will arrange for it to be considered by the appropriate fund.

The grant form serves for a range of projects and not all questions/information requested may be relevant to your particular application. Please ensure that the form is completed as fully as possible, and attach any further information you wish to be considered.

Please note that grant cheques are always made payable to the Scout Group, District or County/Area/Region and not to individuals.

Although grants are non-repayable, it is greatly appreciated if groups receiving grant aid on behalf of individuals could make some donation to the fund at a subsequent date, in order to assist other groups to receive aid in the future.



# Application to the International Fund

This form should be completed in full and accompanied by supporting information (as detailed below). Please note that only **one** application should be submitted per international experience (the International Fund now covers all types of international experience).

## Information about the individual making this application (for correspondence/administration purposes)

<b>Name</b>			
<b>Scout appointment</b>			
<b>Address</b>			<b>Postcode</b>
<b>Telephone</b>		<b>Email</b>	

## Information about the international experience

<b>Type of international experience</b>			
<b>From date</b>		<b>To date</b>	
<b>Destination country</b>			

<b>International experience details (aims, objectives, methods, etc.)</b>						

Number of participants	Cub Scouts	Scouts	Explorer Scouts	Scout Network	Leaders	Others
From the United Kingdom						
Overseas						
Please detail 'Others'						

## Details of overseas partner group (if applicable)

<b>Name</b>			
<b>Address</b>			<b>Postcode</b>
<b>Email</b>			

**Details of the funding request**

**This international experience involves Members from...**

<b>Group</b>	
<b>District</b>	
<b>County/Area/Region</b>	

**Cost of international experience (per person)**

<b>Young person</b>	£
<b>Adult</b>	£

**Details of fundraising activities or approaches to grant aid bodies (other than the International Fund)**

**Details of previous grants from The Scout Association**

Fund	Date	Amount	Notes
		£	
		£	
		£	
		£	

**Details of individual Members requesting financial support from the International Fund**

Please give details of all individual Members requesting financial support, this should include personal/family circumstances which demonstrate the need for grant aid. Personal information given will be treated in the strictest confidence. Please attach any relevant information and continue on a separate sheet if necessary.

Name	Occupation	Age	Circumstances	Grant requested


**If your funding application is for hosting, please indicate amount and how this will be spent**

**Details about the payment of funding**

Payment can only be made to Group, District, County/Area/Region bank accounts. Payments will not be made to individuals' accounts. Payments can be made by electronic fund transfer or by cheque (please select).

Please pay the funding by electronic funds transfer

<b>Bank and Branch</b>		<b>Sort Code</b>	
<b>Account Name</b>		<b>Account Number</b>	

Please pay the funding by cheque

<b>Cheque should be payable to</b>	
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**Declaration and approval**

If this application is successful, I/we agree:

- to inform the International team immediately if there are any important changes to the details provided on this application form;
- to spend the grant for the purpose for which it is allocated;
- to refund the grant, or any part of it, if not used for the stated purpose; and
- to submit a short report on the international experience to the International team within two months of its completion.

<b>Signed (applicant)</b>			
<b>Print name</b>		<b>Date</b>	

<b>Signed (District Commissioner)</b>			
<b>Print name</b>		<b>Date</b>	

<b>Signed (ACC(I) [or country equivalent] OR CC [or country equivalent])</b>			
<b>Print name</b>		<b>Date</b>	

**Supporting information/documentation**

To help with the assessment of this funding application, please provide the following supporting information/documentation (to signify that you have enclosed the information/documentation, tick the box):

- Programme for the international experience
- Budget for the international experience (income and expenditure)
- A summary of travel and logistics plans

Whilst acknowledging that some information may be provisional or approximate at the time of submitting this application, it will help assess the application.

**Please detail if you have included any further supporting information/documentation**

**Completed applications should be returned to:**

The International Team (Grant Application), The Scout Association, Gilwell Park, Chingford, London E4 7QW  
Fax. 020 8433 7114 Email. [international@scout.org.uk](mailto:international@scout.org.uk)