

Suffolk Scouts – Inclusion Fund Policy (Incorporating WSJ, International and Domestic Events)

1. Terms used in this policy:

- i. **Board** means the board of trustees of the Suffolk County Scout Council
- ii. **County** means Suffolk County Scouts
- iii. **County-Led Selection Process** means a detailed written selection process prepared by the event organiser approved in advance by the Board rolled out for the purposes of advertising, selecting shortlisting and appointing leaders to roles with either a WSJ an International Event or Domestic Event.
- iv. **Domestic Event** means an event which takes place within the territorial boundaries of the United Kingdom and Northern Ireland
- v. **International Event** means an event which takes place outside the territorial boundaries of the United Kingdom and Northern Ireland which for the avoidance of doubt excludes a WSJ
- vi. **Panel** means a panel of its trustees appointed by the Board to undertake the responsibilities set out in Part 3 paragraph 3
- vii. **WSJ** means World Scout Jamboree
- viii. **WSJ Unit Leaders' Fund** means the fund created by the Board to meet the financial commitments set out in Part 1 Paragraphs 2 and 3 of this policy
- ix. **Young Person** means a young person who is invested as a member of Suffolk Scouts either a Squirrel Scout, Beaver Scout, a Cub Scout, a Scout or an Explorer Scout and Young Persons shall be construed accordingly. Network members attending an event as a participant will be considered a Young Person in the context of this policy, otherwise they will be considered Adults.
- x. **Inclusion Fund** means the Suffolk Scouts Inclusion Fund created by the Board in Part 3 Paragraph 1 for the purposes contained in this policy.

Part 1 World Scout Jamboree

Young Persons

1. The only financial support provided by the Board to a Young Person attending a WSJ shall be by means of a grant paid through the Inclusion Fund.

Reason:

- i. *to ensure that any financial support directed to a Young Person is available only to only those whose parents'/guardians' economic circumstances are such that without an Inclusion Fund contribution there would be a high risk the Young Person would be excluded from attending for economic reasons alone.*

Adult Leaders

2. The Board will consider financially supporting those adult leaders who have been selected through a County-Led Selection Process to attend a WSJ as a member of the Suffolk unit leadership team through a contribution of up to one half of the cost of each adult leader's UK headquarters set WSJ fee. This support will be limited to a maximum of 4 adult leaders which currently represents the requisite adult leader to young person ratio required for a unit of 36 Explorer Scouts. For the avoidance of doubt contributions allocated under this provision shall not be a call on the Inclusion Fund but will be funded separately through the Board's annual budget approval process.

Reason:

- i. to limit the financial call of a WSJ on the Board's finances avoiding it becoming a disproportionate call on its financial resources and to recognise the Board's financial commitment is limited to supporting 4 leaders only; and*
- ii. to provide an element of financial support to adult leaders selected as a member the Suffolk unit leadership team at a WSJ.*

3. The Board shall make provision in its approved annual budget for such sum as it shall consider reasonable to meet the anticipated needs of the WSJ Unit Leaders' Fund based on a draw down for the four-year cycle of WSJ events specifically for the purpose set out in paragraph 2.

Reason:

- i. to ensure a planned approach to setting the Board's annual budgets to meet this commitment.*

International Support Team (IST) volunteers at a WSJ

4. The Board will not provide financial support to any individual appointed to an IST role or any other role at a WSJ other than an individual appointed to a role captured by Part 1 paragraph 2 of this policy.

Reasons:

- i. to make the best use of the Board's finances by supporting only those adult leaders appointed to a unit leader role with direct responsibility for supporting Young Persons of the Suffolk unit; and*
- ii. in recognition the County has no part to play in the selection process for IST and other roles or the number of potential appointees who might be eligible from Suffolk.*

Part 2 Domestic Events and International Events other than WSJ.

5. The only financial support provided by the Board to a Young Person attending a Domestic or an International Event shall be by means of a grant paid through the Inclusion Fund.

Reason:

- i. to ensure the Board's financial resources for such events are available to those in financial need only through the Inclusion Fund.*
6. Adult members who have been appointed to attend a Domestic or an International Event as a member of a Suffolk unit leadership team having a direct responsibility for Suffolk Young People can apply for financial support by means of a grant paid through the Inclusion Fund.

Reasons:

- i. to provide an element of financial support to adult leaders selected as a member the Suffolk unit leadership team at an Event; and*
- ii. the Board retains sole control of its budget.*
7. The Board will not provide any financial support to any individual appointed to an IST or any other role at a Domestic or an International Event other than an individual appointed to a role captured by Part 2 paragraph 6 of this policy.

Reasons:

- i. to make the best use of the Board's finances to support those adult leaders appointed to a unit leader role having direct responsibility for supporting Young Persons at an International or Domestic Event; and*
- ii. in recognition the County has no part in the selection or appointment for IST and other roles or the number of potential appointees who might be eligible from Suffolk.*

Part 3 Suffolk Scouts' Inclusion Fund – purpose

1. The purpose of the Inclusion Fund is to provide a confidential financial grant making facility to assist a member of Suffolk Scouts who satisfies the terms, conditions and grant qualifying criteria towards meeting an event fee to attend a Domestic or an International event and who without a contribution from the fund there would be a high risk the member would be excluded from attending for economic reasons alone.

Reason:

- i. to establish the purpose of the Inclusion Fund.*

2. The Board is responsible for settling the terms, conditions and grant qualifying criteria for Inclusion Fund applications and further for their regular review.

Reason:

- i. to ensure the Inclusion fund terms, conditions and criteria are permanently in place and available.*
3. The Board will appoint and maintain a standing Panel of three of its trustee members on a remit to assess applications for Inclusion Fund grants. The Panel will provide the Board with written recommendations in respect of all applications for grant funding together with any other relevant supplemental information it considers the Board should have to assist with its decision making.

The Board will make a determination on the Panel's recommendations within ten days of receipt and will make arrangements for applicant(s) to be informed of the Board's decision as soon as possible after the decision has been made.

At the first meeting of the Board following the County's annual general meeting the Panel's membership shall either be re-appointed or new members appointed as the case may be.

Reason:

- i. the County's adopted constitution makes no provision for the Board to delegate its decision-making powers. This paragraph ensures grant applications are assessed in a timely manner by a Board appointed Panel and for its recommendations to be presented to the Board for determination.*
4. The Board will make provision in its annual approved budget for such sum as it considers reasonable from time to time to meet the anticipated annual calls on the Inclusion Fund for the purpose set out in Part 3 paragraph 1.

Reason:

- i. to provide and ensure a planned fund is available to meet its purpose.*
5. Applications will only be considered that are submitted using the Adult or Young Person Financial Support (Grant) Application Form.
 6. Applicants can only apply for one grant in any twelve-month period.
 7. Retrospective applications will not be accepted for consideration
 8. Any grant given must be used solely for the purpose that it was awarded; a variance must be agreed in writing by the Trustee Board before the Event.

Clarification Notes.

- i. No term in this Policy infers any guarantee that a Suffolk unit will be formed/or attend any WSJ, International Event or any Domestic Event
- ii. All applications will be considered by the Panel however the submission of an application does not guarantee that a grant will be awarded.
- iii. An offer of financial support under the terms of this Policy will not be revoked should this Policy subsequently be amended.

Part 4 Review of this policy

The Board will undertake a review of this policy within two months of the first annual anniversary of its adoption by the Board and subsequently thereafter annually.

Reason: to ensure this policy remains fit for purpose, up-to-date and relevant.