

Fundraising for Visits Abroad



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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 includes several important statements on fund raising 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. District and County 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 Director of Finance 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 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 Office is pleased to give advice to those making applications.

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 & Craft Sale
 - Disco
 - Barbecue
 - Fashion Show
 - Bam Dance
 - Make-up Demonstration
 - Beetle Drive/Bingo
 - Raffles
 - Cheese & Wine
 - Sponsored almost anything eg walk, abseiling etc.

Make certain that your fund raising activities comply with the law. This is especially important with regard to raffles, treasure hunts and collections. 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. Applications to both should be made direct, but the International Office 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: 0207 389 4030.

www.britcoun.org/education/connectyouth/welcome.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

16-20 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. These, 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. Connect Youth has 12 Regional Committees who deal with most grant applications as well as having an information and training role. 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: 0207 498 6151.

mail@cyec.demon.co.uk

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, your District Commissioner will be able to advise you on this. Some Local Education Authorities are able to help, and local trusts, Rotary, Lions or Soroptomist 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 sponsor the children of employees (parents should enquire through their Personnel Department).

Headquarters Grants

Grants to assist international visits and exchanges are available from three funds:

International Friendship Fund

"To assist representative contingents and Scout Groups attending camps and Jamborees abroad and groups acting as hosts to Scout from abroad. To provide hospitality and assistance to foreign Scouts and Scouters attending training courses or camping with British Scouts in the United Kingdom."

The William Johnson Yapp Fund

"To assist Scouts to attend Scout functions outside the United Kingdom."

Because both these funds are small, and the limited funds available must be used to the maximum advantage, grants are not given to visits and projects in general, but to assist individuals who would not otherwise be able to take part in the planned activity."

Applications for the following types of activity are given priority:

- * Projects encouraging international understanding
- * Projects organised following sound planning practices
- * Two way exchanges, rather than simply visiting another country
- * New exchanges/visits
- * Projects not able to apply to other bodies for grants (eg for age reasons).

Applications for grants from these funds should be made on the attached form and sent to the International Office, Gilwell Park, Bury Road, Chingford, London E4 7QW. Applications must be supported by the District Commissioner and the Assistant County / Area Commissioner (International) or County Commissioner.

No strict time limit on applications is set, but you should apply as soon as you realise that assistance may be required and sufficient details of your plans are available. 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 strict confidence. Such circumstances as low family income, single parent families and unemployment will receive priority treatment. In special cases such as special needs, or overseas development projects, there may be other HQ Funds which can assist. However, you only need to make one application, and the International Office arrange for it to be considered by the appropriate fund.

The Explorer Belt Fund

"To assist Explorer Scouts and members of the Scout Network to undertake Explorer Belt Expeditions, based on well planned, challenging and rewarding projects"

This fund recognises the same conditions of hardship as the IFF and Yapp, but will support as many expeditions as possible each year.

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 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 FOR GRANT AID - INTERNATIONAL VISITS AND EXCHANGES

Scout Group:.....

Scout District:Scout County:.....

1. Details of person to whom correspondence should be sent

Name:.....Scout Appointment:.....

Address:.....

.....

Telephone home:.....Daytime:.....

Email:.....

2. Type of Project *(Tick one or more as appropriate)*

Camping Abroad Two Way Exchange Hosting Visiting Group

International Camp/Event Community Development Project

Other (please specify).....

Dates from.....to.....

Location of project.....

3. Numbers of participants

	From the UK	From Overseas
Cub Scouts		
Scouts		
Explorer Scouts		
Scout Network		
Leaders		
Others (please specify)		

4. Details of overseas partner group

Name.....

Address.....

.....

5. Project details: Aims / Objectives / Methods

6. Details of other fund raising activities or grant aid bodies approached or to be approached.

7. Details of previous grants from The Scout Association (Headquarters)

8a. Details of individuals requiring assistance

Please give brief details of personal/family circumstances which demonstrate need for grant aid. Personal information supplied is treated in strict confidence. Please attach any relevant additional information.

Name	Occupation	Age	Circumstances	Grant Required

8b If your grant application is for hosting please indicate amount requested

9 Essential information which must accompany the application. Please attach a copy of your programme and your budget [income and expenditure]. The more information supplied the better the assessment we will be able to make of your project. We appreciate that some information may be provisional or approximate at the time of applying for a grant.

If this application is successful I/we agree:

- To inform the International Office immediately if there are any important changes to the details described on this application
- To spend the money for the purpose for which it is allocated
- To refund the grant, or any part of it, if not used for the stated purpose
- To submit a report on the project to the International Office within two months of its completion.

Signed:.....

Scout AppointmentDate:.....

Application approved and recommended

Signed.....District Commissioner Date:.....

Signed.....ACC/ AAC(I) or CC/AC [Only one of these appointees

Date:..... may authorise the application.]

When completed this form should be returned, with the attachments, to the following address:

International Office, The Scout Association, Gilwell Park, Bury Road, LONDON E4 7QW

Tel: 020 8433 7119 Fax: 020 8433 7114