

# **Allander Youth Activities Charitable Trust**

(Founded by Alec J Spalding MBE in 2005)

Scottish Charity Number – SC 036882

## **Applying for a Grant 2022**

### **The Trust**

The Trust has been established to make grants in support of activities that promote the welfare and advance the education and training of young people.

The Trust shall seek to encourage the holding of activities of training value (including:- outings, expeditions or visits, both in the UK and abroad) by the 24th Glasgow (Bearsden) Scout Group (24<sup>th</sup>).

To the extent that the 24<sup>th</sup> does not fully utilise the funding available the Trust will encourage the holding of similar activities by other Scout Groups or by units of other voluntary organisations for young people so long as the activities of such organisations are charitable in law. Where appropriate the Trust will therefore provide financial support to such voluntary organisations to enable them to extend, in a beneficial way, the normal programme of activities offered to their members.

The Trust may, at its discretion, also provide support to individuals, within voluntary organisations for young people, for their training or personal development if it can be demonstrated this support will be of direct benefit to young people within the organisation.

### **The applicant**

You will be a Scout Group, a section of a Scout Group or the equivalent in another voluntary organisation that directly seeks to improve the welfare of young people through the provision of training and/or education. You may be a local group or part of a National Organisation but not a Scout District, Scout Region or equivalent in other similar organisations.

or

You will be an individual member of such an organisation wishing to take part in an activity that will develop you, and as a result of which you gain new skills that you will then use for the benefit of young people within your organisation.

### **Are you eligible for a Grant?**

A grant application will not normally be successful unless you can demonstrate the activity in question is not part of your routine weekly/ regular meetings and/ or the costs involved are not part of routine expenditure.

To be eligible, activities require there to be an appropriate amount of physical participation required of those being supported. Applications for visits to the cinema, theatre, concerts, pantomimes, and anything else where the activity is merely that of a spectator will generally not be successful.

Grants will not normally be available for capital expenditure other than for equipment necessary to undertake eligible activities. Any equipment will require to be suitable for use on multiple occasions by different users, for example tents and cooking equipment.

The Grant must be used by the applicant for activities organised by the applicant and not used in connection with any activities or events organised at a higher level within the organisation of which the applicant is a member unit. For example, grants would not be available to Scout

Groups to finance participation in or the organisation of Jamborees, National, Regional or District events.

A voluntary organisation is regarded as one that is managed and run by volunteers rather than paid staff. Schools and similar institutions, even if charities, do not normally meet the voluntary organisation criteria and therefore are generally ineligible for Grant.

Applications from outwith Scotland will only be considered if the activity for which assistance with funding is being sought is taking place in Scotland.

## **What level of Grant is available?**

Grants awarded generally depend on the number of people under the age of 18 taking part and the nature and length of the activity. Activities that include the participation of all or most of the members of your group are preferred. Typically, a grant could range from £5 to £150 per head. Grants are not payable in respect of those who are 18 or over.

Grants for equipment would reflect the expected use.

The total amount of Grant available to each applicant is entirely at the discretion of the Trustees.

## **Informal enquiries**

If you have not already contacted the Trust and discussed your intentions when obtaining this form and you wish to discuss your proposed application informally, first please email [info@allandertrust.org.uk](mailto:info@allandertrust.org.uk) with your contact details.

## **The application**

**Please note only original signed applications submitted by post will be considered. Supporting documents may be sent by email.**

Please complete the application form as fully as possible. Attachments may be enclosed if there is insufficient space on the form for your proposals. Additional information may be requested from you prior to the Trustees considering your application or you may be invited to make a presentation to them in its support. The person signing the application is also asked to confirm, activities will be carried out under the supervision of suitably qualified persons and insurance cover is in place where appropriate.

The Trustees meet approximately four times per annum although the more straightforward applications are often circulated and dealt with between meetings. Applications should be submitted well in advance of your activity but not less than 4 weeks before the date on which you would wish your grant to be paid. Applications received late will not be considered. Completed forms must be countersigned by **a senior office bearer of your organisation who is independent of the applicant**, e.g. Chairperson, Group Scout Leader, Captain, Treasurer or Secretary before being returned to Tom McCubbin, 18 Cromarty Crescent, Bearsden, Glasgow G61 3LU. After an initial review of the application we will acknowledge receipt and advise the date of the next meeting of the Trustees at which the application will be considered. The result of the application will be advised as soon as possible thereafter.

After an application is approved any change in the planned use of the grant requires to be agreed with the Trustees. Likewise, any changes in the numbers participating should, where possible, be advised prior to the grant being paid. Any change of the date of any activity should also be advised.

Due to incorrect information having been provided in the past new applicants and those organisations that have changed their banking arrangements should provide a copy “pay-in slip” or other evidence from their bank of the organisations bank account details with their application.

Grants are normally paid during the first week of the month prior to the activity taking place and this is confirmed at the point a grant application is approved. If funding is required earlier this may be possible and you should provide an explanation on the application form. In certain circumstances, particularly where the grant is applied for well in advance, you may be asked to reconfirm your plans shortly before payment is made.

## **Grant Report Form**

Following the completion of the event/ activity or the purchase of equipment a Grant Report Form, available from our website, must be completed and submitted to the Trustees. Please also include or attach photographs of the activity/ project if you have them, alternatively, particularly where equipment has been purchased, please provide copies of the receipts for your purchase.

If the level of participation is less than expected or costs incurred fall short of budget or the event does not take place the Trustees, at their discretion, may request a refund of the grant awarded either in whole or in part.

The Trustees are responsible to the Charity Regulator and must be able to demonstrate how the grant was used. Failure to complete and return the Grant Report Form may result in the Trust asking you to repay the full amount awarded. **No further grants will be awarded if a Grant Report Form is outstanding from your organisation.**

**Grant Report Forms should be returned by email to [grants@allandertrust.org.uk](mailto:grants@allandertrust.org.uk)**

## **Use of Information**

The Trustees may wish to use, for publicity purposes e.g. website, newsletter, any photographs contained within or supplied with Grant Report Forms and therefore unless advised to the contrary they shall assume there is no restriction on the use of such photographs and, where necessary, parental consent has been given. Individuals appearing in photographs will not be named.

Grant Application Forms, Grant Report Forms and any supporting documents (including photographs) are required, by law, to be retained for a minimum of 6 years from the end of the financial year in which Grant was paid as part of the accounting records of the Trust.

From time to time we may contact those who have previously applied for a grant with information about the Trust. If you provided a personal email address in the application and are no longer connected to the organisation that applied for the grant and you do not want to receive further information about the Trust, please let us know.

The personal details of the individuals who have made Grant Applications and provided Grant Reports are used only as outlined above and will not be provided to third parties except as required by law.

**[To go back to The Allander Youth Activities Charitable Trust \(click below\)](http://www.allandertrust.org.uk)**  
[www.allandertrust.org.uk](http://www.allandertrust.org.uk)