

Hampshire Scouting

Application for an Activities Instructor Qualification Training Grant

Please complete this form, adding any additional information on a separate sheet of paper.

Part 1. To be completed by the applicant for the Instructor Qualification.

PERSONAL DETAILS							
First name(s)				Surname			
Title		Date of birth			Maiden name (if applicable)		
Address						Postcode	
Contacts	Day				Evening		
	Mobile				Fax		
Email							
SCOUTING DETAILS							
Current Scouting appointment (if applicable)							
Group / Unit							
District				County			
TRAINING FOR WHICH SUPPORT IS REQUESTED							
Activity							
Description of Qualification Sought							
Awarding Body							
Course Provider:							
Cost of course:	£			Planned Dates (if known)			
RELEVANCE TO SCOUTING							
How you will use the qualification to support Scouting in Hampshire:							
To whom will you deliver the Activity? (Tick all that apply)	My own Group/Unit	<input type="checkbox"/>	Throughout my District	<input type="checkbox"/>	Generally across the County	<input type="checkbox"/>	
DECLARATION							
<p>I apply for an Activities Instructor Training Grant from Hampshire County Scout Council. If a grant is made I will apply for a specific course within the specified time. I understand that any approval will otherwise lapse.</p> <p>I agree that if I am successful in obtaining a qualification funded wholly or partly by a grant arising from this application I will promptly apply for any related Scout Association Activity Authorisation required to deliver the Activity to Scouts and I undertake to make my best endeavours to meet the County's "Expectation of Provision" of the relevant Activity to Scouts as set out in the Notes to the scheme. I understand that this Agreement is binding on me in honour only and is not intended to be enforceable at law.</p>							
Applicant's Signature				Date			

Now send this form to your GSL, ESL, DESC, DC or County Sponsor as applicable (see overleaf).

Part 2. Support from Group, District and County sponsors as applicable

Scout Group District (for all applications from holders of Group Appointments)

I consider that the applicant is worthy of financial support in seeking to gain the above qualification and that he/she is likely to honour the commitment made to deliver the activity within Scouting.

The number of qualified people within or available to the Group / Unit to deliver this activity is:		The Group will support this course by a grant of: £	
Signature of GSL or Scouter in Charge		Date	

Scout District (for all applications from holders of Group or District Appointments)

I consider that the applicant is worthy of financial support in seeking to gain the above qualification and that he/she is likely to honour the commitment made to deliver the activity within Scouting.

Signature of DESC (if applicable)		Date	
The number of qualified people within or available to the District to deliver this activity is:		The District will support this course by a grant of: £	
Signature of DC		Date	

Scout County (for those not attached to Districts)

I consider that the applicant is worthy of financial support in seeking to gain the above qualification and that he/she is likely to honour the commitment made to deliver the activity within Scouting.

Signature of Sponsoring Adviser or Commissioner		Date	
Name		Appointment	

Now send this form to the DCC(Activities and Programme),
(This form may be folded so that the address below shows through the window of a standard window envelope).

To
Mr John Dohoo
43 Heather Grove
Hartley Wintney
Hook
Hampshire
RG27 8SE

Part 3. Decision

Approval by DCC (Activities and Programme).

I <u>approve</u> a grant of	£	Approved	to support the activity Instructor training/ assessment described at Part 1 <i>and agree that reasonable travelling expenses should also be reimbursed.</i> <i>(Delete the last part if travelling costs are NOT to be reimbursed by County)</i>
			(If no grant is approved, write "NIL" in the space above)
The grant is to remain available to the applicant for this purpose until:			(Date)
Signature of DCC (Activities and Programme).		Date	

If possible, please notify the applicant by phone or e-mail and now send this form to the County Office.

Part 4.

ADMINISTRATION	
County Office use	
Grant Reference Number:	Now make <u>Two</u> Photocopies of this form

1. Notify the applicant by phone or e-mail and send him/her one photocopy of this form by post, together with a County travel claim form if applicable.
2. Send the original of this form to the County Activities Treasurer as authority to issue the appropriate cheque on receipt of a firm course application.
3. Retain the other photocopy in the County Office for audit purposes.

Part 5.

To the Applicant:

Booking the Training or Assessment

Hampshire Scouting is pleased to be able to make the grant shown as “Approved” at Section 3 above to support your Activity Instructor training or assessment. The funds will be kept available to you until the date shown, after which the grant will lapse if not taken up.

You should apply to an appropriate course provider as soon as possible. Send the course provider’s application form, together with this form, to the County Activities Treasurer and any additional cheque(s) covering the difference between the amount of the County grant and the course provider’s fee.

Unless the references to travelling expenses have been deleted in Section 3, the County will also accept your claim for travelling expenses to and from the course. Your claim must be made to the Activities Treasurer within four weeks of the last day of the course.

If, for reasons of time, you have already paid for the course yourself you will be reimbursed up to the amount of the approved grant on presenting the course provider’s receipted invoice to the County Activities Treasurer.

If this applies, tick here:

Part 6

DRAW-DOWN of GRANT

(This form may be folded so that the address below shows through the window of a standard window envelope).

To

Mr Roger Lillicrap
 Activities Treasurer, Hampshire Scout County
 16 Cranford Park Drive
 YATELEY
 Hampshire
 GU46 6JR

Either: *I enclose a completed course provider’s application form and any additional cheque(s) covering the difference between the amount of the County grant and the course provider’s fee. Please send these on to the course provider together with the cheque for the County grant.*

Or: *I enclose the course provider’s receipted invoice and seek reimbursement up to the amount of the County grant.*

If a travelling expense claim is admissible in connection with this course, I undertake to send you a completed claim form within four weeks of the last day of the course.

Signature		Date	
-----------	--	------	--

Part 7.

ADMINISTRATION			
Activity Treasurer’s use –			
	Budget Allocation	Actual Amounts	Cheque Numbers
Amount of Grant	£	£	
Travelling Expenses	£	£	
Total	£	£	
Running Total for this Activity	£	£	
Running Total for this District	£	£	

Hampshire County Scout Council

Application for an Activities Instructor Training Grant

Notes on the scheme:

1. Scope

The purpose of the scheme is to assist people within Hampshire Scouting to gain activity Instructor qualifications issued by national governing bodies so that they can deliver activities to Scouts, especially in Hampshire. "Instructor" in this context includes "Leader", "Coach", "Range Conducting Officer", "Supervisor" etc. as appropriate. The scheme applies to the costs of Instructor training courses and to assessments. It does not cover qualifications concerned with the individual's own performance in the activity, nor is it available to fund the gaining of "log book experience" of activity participation.

2. The Agreement

It is envisaged that applicants under this scheme will be enthusiastic people, committed to Scouting. However, some form of assurance is required because the funds available under this scheme are charitable funds administered by Hampshire County Scout Council. The law requires that they be applied only for the charitable purposes of The Scout Association, essentially the development of young people as set out in Chapter 1 of POR. It is therefore necessary for applicants for funding under this scheme to undertake that any qualification gained will be used to benefit Scouts, especially Hampshire Scouts. The County's expectations in respect of the minimum amount of time to be committed to providing the activity to its Scouts under this scheme are set out in Table 1. Applicants will undertake to make their best endeavours to meet these expectations. This undertaking is binding in honour only.

Table 1 - Expectation of Activity Provision

Amount of Grant	Minimum Expected Provision
Up to £250	Three Days for each £50 or part thereof (examples follow)
<£50	Three Days
£50 to £100	Six Days
	etc.
Over £250	Fifteen Days plus a further four Days for each £100 or part thereof (examples follow)
£250 to £350	Nineteen Days
£350 to £450	Twenty-three Days
	etc.
Definition: Day	Evening sessions are counted as a quarter day. Whole day and multiple day Activities include travelling time to the activity area.
Period	Delivery of the above Activity provision is expected within five years of obtaining the qualification.
Activity participants	are expected to be the generality of Hampshire Scouts of the appropriate age group wherever practicable. Although the primary purpose of gaining a qualification may properly be delivery of the activity to members of a single Scout Group or District, applicants are expected to seek to promote the Activity more widely throughout the Scout County and to respond positively to requests for assistance so far as possible.
Location	An applicant who moves away from Hampshire or whose personal circumstances change so that they are unable to deliver the Activity to Hampshire Scouting is expected to honour this Agreement by delivering the Activity to Scouts where or when it becomes practicable for them to do so.

3. Operation of the Scheme

Grants will normally be made in the form of a county cheque issued by the County Activities Treasurer payable to the relevant national governing body's course provider and sent together with the substantive application form or in response to an invoice. It is expected that applicants will wish to put their financial support in place before making a substantive application for a course on particular dates. Accordingly, a grant will normally be sought and obtained "in principle" without a specific course date. The approval will remain valid for a specified time (normally at least three months) during which the applicant must apply to a relevant course provider for a specific course.

4. Course Providers

Grants may be made for courses delivered by any Course Provider accredited by the relevant National Governing Body. However, applicants should make every effort to attend an appropriate course offered by a Provider operated by Hampshire Scouting if one is available. The courses available at the date of issue of this form are shown at Table 2.

Table 2 – National Governing Body courses offered by Hampshire Scouting Course Providers:

Subject	Course	National Governing Body	Provider
Hillwalking	Walking Group Leader - Training	Mountain Leader Training - England	Hampshire Scout Mountain Team
	Walking Group Leader - Assessment		
	Mountain Leader – Summer - Training		
	Mountain Leader – Summer - Assessment		
Climbing	Single Pitch Award - Training		
	Single Pitch Award - Assessment		
Archery	Community Sports Leader Award	Grand National Archery Society	Hampshire Scout Archery Club
Air Rifle Shooting	Youth Proficiency Scheme Tutor's Diploma	National Small-bore Rifle Association	Hampshire Scout Rifle Club
Small-bore Rifle Shooting	Range Conducting Officer Club Instructor		