



# 2<sup>nd</sup> Penrith Scout Group Financial Inclusion Policy

This Financial Inclusion Policy of 2<sup>nd</sup> Penrith Scout Group (the group) and was adopted and approved by the group's executive committee at its regular meeting held on the date shown below.

Financial Inclusion Policy approved by the Trustees on:

Date			2018
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## 1. Introduction

- a) Financial circumstances should not be a barrier to Scouting. Therefore, 2<sup>nd</sup> Penrith Scout Group is committed to providing financial support and subsidies to ensure that all young people, who are members of the group, have the opportunity take part in their sections activities.
- b) This policy defines how 2<sup>nd</sup> Penrith Scout Group provides financial support to parents/carers, to ensure that activities are accessible to all young people, regardless of financial circumstances.
- c) Definitions:

Term	Definition
<b>Financial Inclusion Sub-Committee</b>	The sub-committee of the Group Executive Committee with responsibility for implementing this policy.
<b>Regular Attendance</b>	Physical attendance, or informed absence, at or above 80% of regular meetings and events in the previous 6 months period.
<b>Informed Absence</b>	Advanced notification that a young person will not be attending a meeting or event, at which they would be expected to attend. For all except sickness, 48 hours' notice is required.
<b>Unauthorised absence</b>	Failure to give an informed absence, for a young person not attending a meeting or event, at which they would be expected to attend.
<b>Low Income Criteria</b>	Parents/Carers in receipt of one of the following, as evidenced by a letter of confirmation from relevant government department or school: <ul style="list-style-type: none"><li>• Income-related free school meals</li><li>• Income Support</li><li>• Income-based Jobseeker's Allowance</li><li>• An income-related employment and support allowance</li><li>• Support under Part VI of the Immigration and Asylum Act 1999</li><li>• Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs</li><li>• Working Tax Credit</li><li>• Universal Credit</li><li>• Housing Benefit</li><li>• The Guaranteed Element of State Pension Credit</li></ul>

- d) This policy applies to all young people who are members of 2<sup>nd</sup> Penrith Scout Group. All applications must be made on behalf of a specific young person by their parent or carer.
- e) Eligibility: To qualify for support under this policy, the young person must;
  - Be an invested member of their section
  - Have a record of regular attendance, as defined above.

## 2. Policy

- a) It is the policy of the group to establish a Financial Inclusion Sub-Committee to process applications. Members of the sub-committee and quorum will be defined in the group's constitution.
- b) The Sub-committee will maintain a process to allow parents/carers to apply for support, and to have their request process in a fair and consistent way, whilst maintain the privacy of applicants as far as is reasonable.
- c) All applications should be judged in accordance with this policy, apart from in exceptional circumstances, where the Group may give financial support to applicants not meeting the criteria. In these instances, reasons for deviation from the policy must be approved and recorded at a Group Executive Meeting, but must be anonymised.
- d) The Sub-Committee will support leaders to promote the existence of this policy and the application process to families.
- e) The Group will maintain a Financial Inclusion Fund, which will be reported on through the financial accounts at the Annual General Meeting (AGM) of the Group Scout Council annually.

Each month, the Group will add £ 

150
2000

 to the Financial Inclusion Fund,  
up to a limit of £ 

2000
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 in the fund at any one time.

## 3. Funding

- a) Funding can only be give to future payments and events. Applications must be made at least 3 weeks before the payment is due, unless otherwise stated or in exceptional, unavoidable circumstances – in which case the sub-committee may choose to accept the application.
- b) The financial inclusion fund can be used to give funds or subsidise:
  - Membership subscriptions for the young person
  - Fees for attendance by the young person at activities and events organised or attended by 2<sup>nd</sup> Penrith Scout Group, that take place within the UK, as part of their sections programme.
  - Fees for attendance by the young person at activities and events organised by Eden District Scouts, at which 2<sup>nd</sup> Penrith Scout Group has been invited to attend, as part of their sections programme.
  - Purchase of uniform for the young person
  - Fees for attendance at a national scout event
- c) The financial inclusion fund will NOT normally give funds or subsidise, unless specifically agreed by the Group Executive Committee:
  - International activities or events
  - Support those with additional needs to take part in scouting

The costs to the group are likely to exceed the funding needed. However, funding for these can provided at district, county or national level.

## 4. Criteria for Support and Evidence

- a) Circumstances for funds and subsidies, along with the criteria for support and evidence required to judge the applicant against are set out in the appendices.
- b) Any application for a situation that falls outside the scope of the appendices, may still be considered, but additional evidence and information may be required by the sub-committee, before the make a decision on the application.
- c) All applicants will be required to provide evidence to support their application and demonstrate they satisfy the criteria for support.
- d) The criteria detailed are taken from current Scout Association guidance on financial inclusion.

## 5. Application and Processing

The procedure for making an application, judging the application in accordance with the policy, communicating the decision is as follows:

2. The parent or carer should read the Financial Inclusion Policy. They may also wish to discuss their situation with a member of the Financial Inclusion Sub-Committee or their section leader.
3. The parent or carer makes an application to the sub-committee either by paper or online form.
4. The Group Scout Leader confirms the applicant meets the eligibility criteria set out in Section 1.
5. Within 2 weeks, financial inclusion sub-committee must confer and either:
  - a. Approve the request, in keeping with the criteria set out in the Appendices
  - b. Defer the decision to the Group Executive Committee if they do not meet the criteria due to the funding request or evidence given, but is still considered to need financial support
  - c. Refuse the request, asking for resubmission (if further evidence is required) or stating the reasons for refusal.
6. The sub-committee should communicate the outcome to the applicant's parent/carer.
7. The Group Treasurer should record the decision and amend payment requests on Online Scout Manager as necessary. They should also inform the section leader of the young person, if necessary for activity administration.

## 6. Responsibility and Accountability

- a) The Financial Inclusion Sub-Committee is accountable to the Group Executive and Group Scout Council for the correct implementation of this policy.
- b) The Group Treasurer is responsible for keeping appropriate records to allow reporting at each AGM.
- c) Section Leaders are responsible for promoting the existence of this policy and helping to support families when they apply for financial support.
- d) The Financial Inclusion Sub-Committee is responsible for processing applications and reporting to the Group Executive at their meetings.

e) The Group Executive Committee is responsible for overseeing the implementation of this policy

Financial Inclusion Policy approved by the Trustees on:

Date	03	03	2018
Date	03	03	2020

Next review on or before (at least biannually):

Signed on behalf of the trustees of 2<sup>nd</sup> Penrith Scout Group:

Signature	
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Signature	
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Name	Jason Haygarth
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Name	Michael Freeman
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Position	Treasurer
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Position	Group Scout Leader
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Date			
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Date			
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**Revision History**

Version 1	22	01	2015






# 2<sup>nd</sup> Penrith Scout Group

## Appendix 1

### Membership Subscriptions

#### 1. Purpose

To support young people and parents/carers in payment of membership subscriptions, and therefore remaining a member of 2<sup>nd</sup> Penrith Scout Group

#### 2. Financial Support Details and Application

Subsidise 50% of membership subscriptions.  
Applications for financial support can be made up to 2 weeks after the payment date.

#### 3. Criteria for Support and Evidence

Criteria for Support	Evidence
Young Carer	Letter of confirmation from Section Leader or Local Council
Looked after children	Letter of confirmation from social services or foster parents/carers
Death of Parent/Carer	Letter of confirmation from Section Leader Death Certificate
Parent/Carer Redundancy	Copy of redundancy notification
Significant illness causing financial impact in family (e.g Parent/Carer)	Letter from Doctor
Low Income Criteria	Letter of confirmation from relevant government department or school

#### 4. Duration of Support and Reapplication

Financial support will be given for up to 1 year, or 1<sup>st</sup> September of the coming year, whichever is sooner.

Reapplication can be made from up until 2 weeks after the payment date.



# 2<sup>nd</sup> Penrith Scout Group Appendix 2 Group and District Events

## 1. Purpose

To support young people to attend events and activities outside of their normal meeting.

To support fees for attendance by the young person at activities and events organised or attended by 2<sup>nd</sup> Penrith Scout Group, that take place within the UK, as part of their sections programme.

Fees for attendance by the young person at activities and events organised by Eden District Scouts, at which 2<sup>nd</sup> Penrith Scout Group has been invited to attend, as part of their sections programme.

## 2. Financial Support Details and Application

Subsidise 50% of activity fee for single young person attending.

If the family applying has 2 siblings attending; there will be a 50% subsidy for 1 sibling.

If the family applying has more than 2 siblings attending; there will be a 50% subsidy for 2 siblings.

## 3. Criteria for Support and Evidence

Criteria for Support	Evidence
Young Carer	Letter of confirmation from Section Leader or Local Council
Looked after children	Letter of confirmation from social services or foster parents/carers
Death of Parent/Carer	Letter of confirmation from Section Leader Death Certificate
Parent/Carer Redundancy	Copy of redundancy notification
Significant illness causing financial impact in family (e.g Parent/Carer)	Letter from Doctor
Low Income Criteria	Letter of confirmation from relevant government department or school
More than 1 sibling attending the same activity or event, in the same section (i.e both in beavers etc.) with total household income less than £25,000	P60 or tax return

## 4. Duration of Support and Reapplication

Financial support will be given for up to 1 year, or 1st September of the coming year, whichever is sooner, EXCEPT where the criteria 'more than 1 sibling attending' is applied for.

Applications under the criteria of 'more than 1 sibling attending' will only be given financial support for the specific event applied for.



# 2<sup>nd</sup> Penrith Scout Group

## Appendix 3

### Uniform

#### 5. Purpose

To support young people and parents/carers in purchasing uniform

#### 6. Financial Support Details and Application

Subsidise up to 50% of uniform (beaver jumper, cub jumper or scout shirt) purchase cost. Applications for financial support can be made up to 2 weeks after the uniform is purchased.

Financial support will be given in the form of waiving membership subscriptions. Therefore, the amount subsidised will rounded to the nearest multiple of the monthly cost of subscriptions. This amount will then be waived from future subscription payments.

#### 7. Criteria for Support and Evidence

Criteria for Support	Evidence
Young Carer	Letter of confirmation from Section Leader or Local Council
Looked after children	Letter of confirmation from social services or foster parents/carers
Death of Parent/Carer	Letter of confirmation from Section Leader Death Certificate
Parent/Carer Redundancy	Copy of redundancy notification
Significant illness causing financial impact in family (e.g Parent/Carer)	Letter from Doctor
Low Income Criteria	Letter of confirmation from relevant government department or school
Purchase of Uniform	A receipt must be provided.

#### 8. Duration of Support and Reapplication

Financial support will be given for the purchase of one jumper/shirt for each section during their membership of 2<sup>nd</sup> Penrith Scout Group.

Reapplication must be made for each purchase.