



Financial Inclusion

Petersham and Ham Sea Scouts

#SkillsForLife



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Purpose of this Document

Petersham and Ham Sea Scout Group is committed to providing opportunities for all young people to engage with scouting. We recognise that there is a risk of some members being excluded, particularly from camps and events, due to financial concerns or difficulties. The purpose of the Inclusion Fund is to help meet the cost of scouting to allow all members to take part in all activities as far as practical. The purpose of this document is to set out the eligibility criteria for assistance and the process for providing that assistance.

Managing Programme costs

Each section has a budget of £10 a term per young person to support their program. This can be expensed costs (eg ingredients) or by under recovering a charged event to keep the costs down. This is done by sending an email to finances@pandh.org.uk requesting an amount of their subsidy they want applied to a specific event. So for example if Saturday scouts has 26 young people, they can expense costs or under recover by £260 each term.

One key challenge for cubs is the provision of watersports as we have more limited provision for Cubs to do watersports at P+H. Until we offer kayaking and paddleboarding at P+H, each Cub troop will be allowed to charge one kayaking and one paddleboarding session at Albany to the program.

The aim of this is to keep any other charges to parents for the weekly program to a minimum. Therefore sections will aim to keep the total annual additional costs of the weekly programs (excluding camps) charged to parents below the following levels:

Squirrels :	£25
Beavers :	£50
Cubs :	£75
Scouts :	£90

What is available

P+H has committed to spending up to £1500 a year supporting those that face financial barriers to engaging in scouting activities.

The following grants are available up to this funding level. Other more tailored solutions may be implemented in exceptional circumstances.

Annual grant (September -> September) ;

- Up to 50% reduction in subs.
- For P&H organised events and camps that are part of the regular program, we can cover up to 75% of the cost.
- For uniform, we will aim to provide second hand uniform for free. If that is not possible, we will cover 50% of the cost on a one off basis (not for lost replacements).

Significant Short term difficulty (3 months) following a major event ;

- Up to 100% reduction in subs
- Up to 100% camp and event fees

One off

- For significant trips and events including international opportunities within scouting, applications can be made for up to 75% of the non-fundraising costs.

Eligibility Criteria

The inclusion Fund is specifically for youth members under the age of 18 years.

Priority will be given to individuals who fulfil one or more of the criteria below, **but all applications will be considered:**

- Total household income level below £23,000 in London or below £20,000 outside London
- Young carer (recognised by relevant authorities)
- Looked after child (in care)
- Free school meals* or pupil premium funding
- Income Support
- Income-based Jobseeker's Allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and annual income does not exceed £16,190 as assessed by HMRC
- Working tax credit
- Universal Credit
- Housing Benefit
- Disability Living Allowance (related to the young person or parent)
- Guarantee element of State Pension Credit

*Free school meals are provided to all pupils in the primary schools in London, so the other indicators are more valid for children younger than 11

Applicants must provide evidence of financial hardship for beneficiaries. This information will be treated in strict confidence (see Data Privacy below).

Application Process

Applications can be made to chris.wright@pandh.org.uk. The application will be a form, but until that's developed, it must include the following:

- Name of member application is for
- Person to contact (normally parent / guardian)
- Contact details (email & phone number)
- What is Support being requested for (subscriptions, event, uniform, other)
- Eligibility Criteria – Please give a short indication of the reasons supporting your application, particularly whether you meet any of the priority criteria listed above. This information will be kept strictly confidential and used only to support our governance when issuing financial support (see below on Data Privacy).
- Amount Requested

Assessment Process

The application will initially be assessed by the Group Lead Volunteer who will seek any clarification (including evidence of meeting the **priority** criteria) and then submit the application to the People Committee. Wherever practical, payments will be deferred while the application is assessed. For events and camps, if possible, the application should be made early enough to allow a decision prior to the date when confirmation of attendance is required, and the first payment is to be made. Applications made after this, particularly due to changed circumstances, will still be considered.

The committee will meet (physically or virtually) within three weeks to reach a decision on the application (based on the eligibility criteria and individual circumstances including attendance and good attitude to scouting.). The applicant will then be informed within 2 days.

A record of each successful award shall be kept on file (see below for Data Processing) by the Group Lead Volunteer but shall only be shared with the Group Chair and Phoenix Support team leader. The Executive Committee will be updated on the total figure awarded during that financial year at each Executive Committee Meeting.

Managing Events - other Financial Inclusion considerations

Comms

Wherever possible communications announcing events that have a financial commitment should include the following wording:

“Scouting is about everyone being able to learn skills for life and have fun and we would never want a young person to miss out due to the cost. If you're concerned about covering the cost of our membership fee or any activities, please speak to your troop leader, or the Group Lead Volunteer chris.wright@pandh.org.uk in confidence.”

Transport

Consider that some families may find it difficult to get their children to other locations, so be very aware of any families for whom this may be an issue (eg single parent, no car etc) and offer to find a way to get their child to the event.

Data Privacy

The Group understands the sensitive nature of these matters and will treat all applications with the utmost confidentiality. Evidence provided of meeting the **priority** criteria will be retained only for the duration of the application's consideration, after which they will be destroyed / deleted. A record of all requests and the decision made will be kept by the GLV on the Group's secure Google drive and will contain the following information:

- Name of recipient, the person applying and contact details.
- The date of the request, amount requested and what it is for.
- Which **priority** criteria were met (but no financial details) or reason for award if no **priority** criteria were met.
- The decision made, decision date and amount awarded.

The above information will be held for six years (to support any questions from the Charity Commission).

Who to contact

If you have queries regarding the contents of this document, please contact the Group Scout Leader Amanda Ratnarajah (glv@pandh.org.uk) or Head of Service team (chris.hill@pandh.org.uk)

Document Version & Status

Date	Version	Notes & Who Responsible
11/11/2025	Issue 1	Chris Hill, first approved version