

WOKING DISTRICT SCOUTS (HANDICAMP) – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

Woking District Scouts has run Handicamp since 1986 (except for 2020 and 2021 during the pandemic) and each year the schools ask for the camp to be continued. Handicamp also has a beneficial knock on effect, as some scouts have gone on to work with children as special needs teachers, nurses, paediatricians and teachers, due to their initial experience at Handicamp. The event is held at the Woodlarks campsite in Farnham, a purpose built centre for disabled people.

The Group has applied for the sum of £4,000 towards the Handicamp event, mainly towards the cost of hiring abseiling equipment for the popular activity to be provided for the young people in the Borough, both disabled and able-bodied. Around 30 – 36 disabled children are able to take part in activities that they would not normally have the chance to try in a safe and fun environment, such as climbing and abseiling, kayaking, backwoods cooking, shooting, archery and craftwork. The pupils are buddied up with between 40 – 48 Explorer Scouts on a 1 to 1 or sometimes 2 to 1 basis.

There are approximately 90 leaders & adults supporting the activities, as well as teachers from the schools. The cost to put on the weekend is in the region of £10,000. The young people pay a fee to cover the cost of their food (£40 is proposed for 2022). The event has proved to be very successful and needed by the schools attending. It brings both disabled and able-bodied young people together for a memorable weekend of fun and friendship.

The Charity has provided a clear application demonstrating the community benefit and use of funds for activities to support young people with disabilities to take part in outdoor activities, with clear Health and Safety considerations. It is recommended that the Council continues its financial support of Handicamp by awarding a grant of £3,150 for the 2022/23 financial year, representing a decrease of around 10% on the amount awarded last year, towards running costs such as the hire of scaffolding equipment for the abseiling activity. In future years the Group is encouraged to explore opportunities to build this cost into its fundraising strategy where possible and to seek advice from the Council’s Funding Officer.

Recommendations

The Executive is requested to:	RESOLVE That , subject to the outcome of the Council’s budgetary process, a grant of £3,150 be awarded from the Community Grants Budget towards the running costs of Handicamp, such as the hiring of the scaffolding for the abseiling activity.
Reason for Decision	To ensure the continued services of the Group for Woking residents.
Confirmation of funding	This award is provisionally made on the expectation that the Council’s budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council’s overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 10 February 2022. In the event the grant budgets are set at the anticipated levels, confirmation of the Council’s support will be sent to successful applicants. Groups should not plan for the 2022/23 funding until this confirmation has been received.

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Conditions	<p>Accounts. The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Homelessness Reduction Act 2017. Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p>
Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2022/23 does not imply that a similar application in 2023/24 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2022/23 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2023/24 have been drawn up in the event that the Council is unable to continue its support beyond April 2023. All applicants are strongly recommended to</p>

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pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

The Executive has authority to determine the above recommendations.

Background Papers:

2022/23 Application Form.

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Date Published:

30 November 2021

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1.0 Summary of Application	
1.1 Status and Aims	<p>The Scouting organisation was formed in 1908 and is made up of the following Scout Groups; 1st Brookwood, 1st Byfleet, 1st Goldsworth Park, 1st Horsell, 1st Knaphill, 1st Old Woking, Pyrford, 1st St Johns, 1st Send, Sheerwater, 1st West Byfleet, 7th Woking and 8th Woking.</p> <p>Handicamp started in 1986 and has been run every year (except for during the pandemic). It is an annual camp held at Woodlarks Campsite in Farnham and organised for the benefit of 30 to 36 children with special needs from local schools in Woking aged between 10 and 16 years old. The aim is to give the pupils a fun weekend. They are buddied with between 40 to 48 explorer scouts aged 14 to 17 years old, who look after them for the whole weekend on a one to one or sometimes on a one to two basis depending on the disabilities.</p> <p>The young people enjoy typical scouting activities such as climbing & abseiling, shooting, archery, kayaking & rafting, backwoods cooking and craft work.</p> <p>They are supported by around 90 leaders, and some teachers from the schools. The camp costs around £10,000 and the children pay a fee to cover some of the cost of food. Attending the camp are a large number of volunteers to safely run the activities and supervise the children along with a back-up team that includes medical staff, minibus drivers and a team of 12 caterers.</p>
1.2 Employees	None.
1.3 Volunteers	81. The volunteers within Handicamp are helpers or scout leaders running their own section (Beavers, Cubs or Scouts) within the 13 Scout Groups in the Borough. Many of these assist at Handicamp by running their activities, catering and organising the camp. There are 7 activity bases manned by qualified leaders and instructors as well as a team of 12 leaders on the catering team feeding around 180 people for the weekend.
1.4 Clients/Users	None.
1.5 Members	<p>The users of Woking District Scouts total 1,581, comprising:</p> <ul style="list-style-type: none"> 1,194 male 383 female 113 disabled 125 ethnic minority 1,581 resident in Woking 693 aged 6-10 481 aged 11-18 367 aged 19-65

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	<p>42 aged 65+</p> <p>The proposed camp fees for the children to attend the event are £40 each.</p>														
1.6 Sum Requested	£4,000 (Revenue)														
1.7 Project	<p>Handicamp has been running for 36 years (except during the pandemic) and each year the disabled children, scouts and leaders ask to come back the following year. Although the cost of the camp is high, the schools ask for the camp to carry on as they see such a difference in their pupils' achievement that they would in the home or school environment. The leaders and scouts also learn to appreciate the various disabilities and the difficulties faced on a daily basis. The Surrey Army Cadets are also invited to assist with the camp.</p> <p>The grant would be used primarily to provide the climbing and abseiling tower at the event in September 2022, one of the main adventure activities of the camp, which the teachers find gives their pupils a great sense of achievement and confidence building as a challenging and exciting activity for the special need pupils. The structure from this year will be provided at a cost of £3,360.</p> <p>The Group has looked into purchasing the equipment and has decided not to for cost and health and safety reasons. There is just a two day window for the equipment to be transported and erected, which needs to be done by a scaffolding company who take full responsibility for the Tower and are on call over the weekend.</p>														
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Food -</td> <td style="text-align: right;">£3,000</td> </tr> <tr> <td>Activities -</td> <td style="text-align: right;">£1,900</td> </tr> <tr> <td>Scaffolding -</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td>Campsite Fees -</td> <td style="text-align: right;">£2,500</td> </tr> <tr> <td>Transport for van and minibuses -</td> <td style="text-align: right;">£150</td> </tr> <tr> <td>Miscellaneous -</td> <td style="text-align: right;"><u>£100</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;">£11,750</td> </tr> </table> <p>The scaffolding contractor has provided a quotation of £3,360.</p>	Food -	£3,000	Activities -	£1,900	Scaffolding -	£4,000	Campsite Fees -	£2,500	Transport for van and minibuses -	£150	Miscellaneous -	<u>£100</u>	Total -	£11,750
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Total -	£11,750														
1.9 Community Benefit	<p>Around 80 explorer scouts and disabled children from the Borough would benefit, together with around 90 adults, from working and living together and having understanding and tolerance for each other. The young people will be challenged in both taking part in the fun activities, and for the majority camping for the first time, as well as being away from home environment and achieving beyond their parents' and teachers' expectations.</p> <p>The scouts who would buddy the disabled pupils for the weekend would learn and appreciate the various types of disabilities in the community which this year includes Autism, ADHD, ASD, Quadriplegic, Cerebral Palsy and Sight impairment.</p>														
1.10 Covid-19 Impact	<p>The Handicamp events for 2020 and 2021 were cancelled (with no grant funding claimed) and a level of continuity has been lost as far as having scouts with past experience. Both disabled children from local schools and the scouts have missed out on the valuable experience they would have gained.</p>														

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2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £17,000 in the bank. The camp has its own dedicated bank account within Woking Scouts charitable status, to ensure the funds are only used for the camp and not for general scouting in Woking.</p> <p>The sum of £10,000 is reserved for the Handicamp in 2022, with a further £2,000 allocated from a donation already received. The sum of £4,000 has been collected and reserved to purchase replacement equipment such as climbing harnesses, slings and carabiners which are due for renewal.</p> <p>Applications will be made to donors from October 2021, including the Children with Special Needs Foundation, the Surrey Army Cadet Force and The Kelsey Trust.</p> <p>The Group has submitted a budget for the Handicamp event in September 2022 which is set out under cost breakdown in paragraph 1.8. The total income if 30 scouts attended the event paying £40 each would be £1,200. The total expenditure is budgeted to be £11,750.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2020/21 which show an income of £92,635 (£147,067 in 2019/20) against expenditure of £78,538 (£105,404 in 2019/20), resulting in a surplus of £14,097 (a surplus of £41,603 in 2019/20). The sum of £269,474 was carried forward at the end of the 2020/21 year.</p>
2.3 Support over the past five years	<p>2021/22 – no application submitted due to pandemic 2020/21 – £3,500, not claimed due to pandemic 2019/20 – £3,500 2018/19 – £3,500 2017/18 – £3,500</p>

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes 	<ul style="list-style-type: none"> Yes Yes No Yes Yes Yes Yes Yes No Yes N/A

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	○ Regular monitoring provided previously	Yes
3.2 Assessment	In light of the Council's financial situation, it is recommended that a grant be awarded at a reduced level of circa 10% of last year, equating to £3,150 for 2022/23. The Charity have provided a clear application demonstrating the community benefit and use of funds for activities to support young people with disabilities to take part in outdoor activities, with clear H&S considerations. In future years the Group are encouraged to explore opportunities to build this cost into their fundraising strategy where possible and to seek advice from the Council's Funding Officer.	

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