

Tewkesbury Scout Council Training Funding Policy

1. Purpose of the Policy

This policy outlines the criteria and procedures for providing financial assistance to member of Tewkesbury District Scouts in support of training and permits. The funding will cover 50% of the cost of training courses which are required for permits.

2. Eligibility Criteria

2.1 Who can apply?

- All members of Tewkesbury District Scouts.
- At the time of application, any mandatory learning and joining steps for an adult volunteer role must have been completed, with the exception of first response if still within the first 12 months of the role.

2.2 Training Programs Eligible for Funding

- Training programs that are recognized and approved by the scouting organization.
- Courses related to permits, first aid and other skills based courses.
- Any volunteers gaining permits from training courses will be required to commit to supporting a set number of activities a year to benefit the District as a whole, dependent on the funding amount. This will be discussed when you apply for the funding.

2.3 Funding Limitations

- Funding will cover **50% of the total cost** of the training program at the discretion of the District Trustee Board.
- The participant must provide proof of payment or registration for the course when claiming the funding.

3. Funding Application Process

3.1 How to Apply

1. Complete the [Training Funding Application Form](#) on the District Website.
2. This must be submitted before registration or making any payments.
3. Where possible, applications should be submitted **2 months prior to the course start date** to ensure the decision process can be made. If this is not possible, please contact the District Lead to see if a decision can be made quicker.

3.2 Approval Process

- The funding request will be reviewed by the **Trustee Board**.

- Decisions will be based on available budget and the relevance of the training to the participant's role.
- Applicants will be notified of the decision within **48 hours of the decision being made** and will be advised of a timeline when applications are submitted.

3.3 Payment

- Approved applicants will receive **their reimbursement** for the cost of the course after the training is completed and proof of payment has been submitted. There will also be the option of having the funding paid directly to the course on receipt of an invoice.
- Reimbursement will be made by **bank transfer** or other suitable method.

5. Participant Responsibilities

5.1 Before the Course

- Participants must ensure they meet the course prerequisites and are committed to completing the program.

5.2 After the Course

- Participants are required to submit a **completion certificate** or other evidence of course participation to the Trustee Board. If the course provided an external qualification and has a related permit within Scouting, it is expected that this permit will be applied for.
- Participants will be added to a central list of certificate holders/permit holders and will be required to support the District if needed.
- Non-completion – did not pass course – for further attempts, pay out of pocket and if pass will pay. Case by case. District reserves the right to change any future applications depending on performance.
- Non-completion – no-show – Trustee decision on future funding applications. Trustee discretion based on circumstances. District reserves the right to change any future applications depending on performance. District reserves the right to recoup losses.

6. Review and Amendments

This policy will be reviewed **annually** by the **Trustee Board** to ensure that it remains aligned with the goals of the District and the available budget. Amendments may be made as necessary to meet the needs of the participants and the District.