

Development Fund (DF) Rules

1. *Applications* shall demonstrate **need** and relevance to the Objects of the Society and should fall within the scope of items (A)-(F) of the DF Terms of Reference [see Appendix A]

A Project shall demonstrate how it complies with one or more of the six main areas for action in the RSCDS Strategic Plan [see Appendix B]

2. *Eligibility*: any Branch or MB member may submit an application. An Affiliated Group of the Society may also propose a project.

3. *In accordance with Charity legislation*, approved projects:

- a) must deliver a Completion Report within 3 months of project completion;
- b) must return any under spend (for re-allocation to the next project);
- c) must demonstrate creation of lasting benefit;
- d) must demonstrate public benefit /be capable of meeting OSCR public benefit test
- e) must not make any contribution to General Funds/ balance sheet of recipient agency
- f) must show that if the funded activity is within the context of a social event, then the social event itself is not supported by the DF.

4. Any application for funding should be seen as a grant for the launch of a new venture/activity. Recurring applications for a regular event will normally be declined.

5. Applications must be for specific projects - there is no support for overheads.

6. The application must be made on the DF Application Form [see Appendix C for worked example] and shall be accompanied by:

- a) a detailed budget,
- b) a detailed description of the reason for and basis of the contribution sought and if from a Branch or other organisation,
- c) a copy of the most recent accounts of the Branch or other organisation/agency.

7. For applications over £5,000 there shall be 3 submission periods per year. Deadlines are as follows:

31 January

31 May

30 September

Applications for less than £5,000 may be submitted at any time.

8. Applications shall be reviewed and processed following the process defined in the DF Terms of Reference, as amended from time to time [see Appendix A]

Guidelines for Applicants

1. It is in the applicants' interest to make sure that the documents address all of the requirements listed in the Rules. Otherwise the application will be returned for rectification.
2. Applicants are encouraged to prepare the project description and budget as a single document or as a linked pair of documents. In particular, care should be taken that there are no unresourced items and no unbudgeted items in the project.
3. Project Description. This must make clear what will be achieved by the project (the benefits), the resources required (including infeeds from other projects), the timescales, and any risks to satisfactory completion.

A sample project description would include the following sections:

1. Executive Summary (aim for up to 150 words - this can then be used as the summary description on the Application Form)
2. Introduction & Background
3. Programme of Work / Description of Activity / Fit to Strategic Plan
4. Benefits Achieved, for Costs Incurred
5. Monitoring & Evaluation of Benefits
6. Resources and Infeeds Required
7. Timescales
8. Risks & Risk Management Strategy. (i.e. risks which might limit project success, not Health & Safety risks)

4. Budget. An example budget as shown below

Item	Amount (£ or \$ or €)
Estimated costs:	
Travel (air, train, bus, taxi, car)	
Accommodation and food	
Course fees	
Other expenses	
Total costs (A)	
Contributions	
From Branch	
From Attendees	
From Other Funding sources	
Total Contributions (B)	
Shortfall (A-B)	
Contribution sought from DF	

5. Submission. Applications should be sent to the Executive Officer at RSCDS HQ, 12 Coates Crescent, Edinburgh, Scotland EH37AF, or to info@rscds.org.

Appendix A

Development Fund Terms of Reference

The RSCDS Development Fund (DF) came into existence on 1st October 2010 to further develop the world-wide knowledge, practice and spread of Scottish Country Dancing (SCD) and the RSCDS, within its overall aims and objectives.

The DF will be used to support SCD world-wide in the following areas:

- a) Supporting the objectives formulated within the RSCDS Strategic Plan;
- b) Marketing SCD to members of the general public, statutory bodies (particularly Education authorities), sport and fitness organisations and decision-makers;
- c) Involving or representing the RSCDS in high-profile major UK/international events e.g. Commonwealth Games and others where SCD and/or the RSCDS profile can be raised;
- d) Major website developments;
- e) Strategic/corporate marketing for the RSCDS to government and educational bodies;
- f) Partnership projects with Branches and other SCD groups/organisations.

Proposals as to how the RSCDS may spend money on suitable DF projects will be received by the Executive Officer (EO) who will review them. The EO may refuse a proposal or request further information at this point by referring to these terms of reference. A dossier, if complete and thought to be of relevance, in the first instance will be circulated to the three Management Board members appointed to the DF Panel. Expenditure under £5,000 may be approved by this group without recourse to the full Board.

Items of expenditure above £5,000, or upon the wish of any office bearer [Chairman, Chairman Elect, and Treasurer] within the group will require Board approval and must be presented to the Board. If approved, a larger project will have an MB member allocated to the project. Decisions may take place via email, teleconferencing and scheduled meetings. The quorum for the DF panel is two plus the EO.

Expenditure proposals may be received from RSCDS Board members or Branches. An Affiliated Group of the Society may also propose a project.

Monies from the fund will normally be expended directly by the RSCDS; it is not expected that the DF will make grants. Grant requests usually will be handled more appropriately via the JMMF process.

Criteria – a non-exhaustive list of criteria will be used to evaluate suggestions and proposals, as detailed below:

- a) The project can be linked directly with Strategic Plan objectives.
- b) The expenditure or project enhances world-wide knowledge, profile and enjoyment of SCD, or the reach/profile of the RSCDS.
- c) The project is not one which would routinely be financed through the operating budget.
- d) The project is long term and/or has strategic significance for the RSCDS.

The Management Board retains the right to terminate the Fund at any time or add to it when the initial investment is exhausted, but only within the confines of the RSCDS Reserves policy.

The uses and evolution of the DF will be reported regularly to members via the website, the magazine, and other medium, as well as formal reporting via the annual report and annual accounts. The Treasurer will refer to the DF in his oral report to members at each AGM.

Appendix B

RSCDS Strategic Plan Objectives for 2015 - 18

The RSCDS Management Board has proposed five main action areas for 2015-18:

1. To promote Scottish Country Dance and related dance forms as inclusive and exciting activities
2. To build the number, capacity and networking of branches and other dance groups who share our objectives, to help them grow and deliver SCD activity
3. To maintain and develop high standards of teaching of Scottish Country Dance and music, including the development of the dance and music repertoire for all ages and abilities
4. To enable enjoyable and high quality Scottish Country Dance opportunities for all ages and abilities worldwide
5. To strengthen and improve the RSCDS, including its governance and long term financial viability, to enable it to deliver on the above objectives

Appendix C

Worked Application example

Royal Scottish Country Dance Society
Scottish Charity No: SCO16085
Company No: SC 480530

Note	Development Fund - Application Form
1	Project Short Title SCD Musicians' Starter Kit
2	Amount Applied For (£) £3,500 first phase, £5,000 max
3	Applicant E&T Committee
4	Address for Correspondence Mrs Jemima Puddleduck, Secretary, RSCDS Anytown Branch 123 My Street My Village Berkshire RG99 1AA
5	Contact name, details Jemima Puddleduck mymail@mydomain.co.uk
6	Summary Description of Project (150 words max) This project will encourage musicians to play for Branch SCD classes, by providing subsidised tune books and other material. Many Branch classes have to use recorded music because no musician is available. In contrast many ECD groups and all Morris groups have live music every week. A basic set of materials for a class musician costs £65 (see detailed description) and this level of investment is a discouragement to potential musicians. We propose to offer one set at £30 (thus £35 subsidy), to the first 100 schools or musicians who apply (thus costing £3,500). If we are overwhelmed with demand, we will ask for the second phase to be authorised.
7	Benefit to be Delivered Music is essential to SCD so encouraging & supporting musicians will provide lasting benefit to branch classes.
8	Checklist Full Project Description Attached Budget Attached Copy of Annual Accounts (if applicant is an organisation)
9	Declaration I certify that this form and the attachments listed form the complete application. I understand that if any funds remain unexpended at the end of the project then these must be returned to the RSCDS. I undertake to provide a summary report and accounts within 3 months of the end of the project. Signed.....Date
10	Office Use First Review (date) _____ by _____ Circulated to DF panel (date) _____ Approve / Up to MB / Decline MB date _____ Decision sent to Applicant (date) _____ Report Received? (date) _____

Finance and Governance Advisory Panel
Development Fund Guidelines and Rules