



102-90 Garry Street * Winnipeg, Manitoba * R3C 4H1

Telephone: (204) 940-4450 * Facsimile: (204) 453-2692

*Supporting Manitoba non-profit community service organizations
with funding provided by the Province of Manitoba*

Information For Scout Groups

Manitoba Community Services Council's role is to allocate funds and/or bingo events to Manitoba organizations qualifying as participants under the Community Services umbrella. MCSC funds projects and services of recreation, health-related, community and social services organizations. MCSC is funded by the Department of Culture, Heritage & Tourism. A committee of volunteers, representative of the Manitoba Community, is responsible for the allocation of dollars and/or Bingo events. MCSC reviews applications and determines the amounts to be allocated.

Scout Groups should use the attached forms and follow the guidelines outlined.

It is important to note that this program is not intended in any way to interfere with the spirit of the Scouting movement which is that, as far as possible, funds for Scouting purposes shall be earned and that Scout Groups should be self-supporting. The intent of this program is only to help Scout Groups access funds in a more uniform fashion to help meet special needs.

WHO MAY APPLY

1. Any Scout Group is eligible to apply. MCSC **will not** review applications from individual Sections within a Group.

Scout Group participation in an application must be with the permission of the Sponsor, Group Committee Chairperson/Group Commissioner and Area Commissioner.

CRITERIA

Consideration will be given to applications that:

- are a one-time request for camping and outdoor related recreational equipment (A 'pooled' approach to such items, whereby a number of groups may use the equipment, is encouraged),
- are a one-time request on behalf of a new Scout Group for start-up funds for purchase of equipment and supplies **of a group nature**,
- are for special projects that benefit the community,
- are for capital upgrading of Group owned halls or campsites. (In all instances such properties will need to comply with Scouts Canada-Manitoba Council's real estate policy.)

Requests for Provincial Jamboree costs **will not** be considered.

Requests for Canadian Jamboree costs should be directed to Scouts Canada-Manitoba Council.

The following will be considered in evaluating requests:

- meeting the above criteria,
- reasonableness of the request, and an indication of local financial support,
- ability of the Group to effectively use the funds for the benefit of the community,
- requests that are as specific as possible,

GRANTS

Grants by MCSC are made on a one-time only basis. Groups may re-apply, however, MCSC must be satisfied that the need continues to exist.

There is no specific level of grant; it varies depending on the project and demonstrated need. Grants may be approved at a level lower than requested or approval may be given for only a specific part of a proposal.

Bingo events may be assigned rather than a cash grant. Such events refer to the two Winnipeg bingo halls. Each bingo requires a minimum of 10 adult volunteers to staff the event. Allocation of bingo dates depends on the available dates, ability of the applicant to staff the bingo and distance to Winnipeg.

Grants will not normally be made by MCSC to Scout Groups for general operating purposes, for camperships or for participation in special events. Such applications will be made at the discretion of and by Scouts Canada-Manitoba Council on behalf of all Scout Groups.

APPLICATION

Applications are to be submitted on the attached "Application for Funding Scout Groups"

Applications are to be typed or printed clearly in black ink.

Applications must include the following information. In the case of a consolidated application involving more than one Scout Group, each of these items must be included for each Scout Group:

- detailed description of project, including who will benefit from the proposal, principle activities and work plan, timing of expenditures and anticipated completion date.
- project budget, including other sources of funding, extent of self-help and amount of grant requested.
- written estimates from suppliers and/or contractors (where possible).
- current operating budget

- a copy of Group's **Latest** Audited Financial Statements. (Depending upon the Group's size, the audit may range from one completed by a Chartered Accountant to one audited by Board members other than the person preparing the statements. (**Please indicate the period these statements cover**). The Financial Statements must be signed by the Group Chairperson/Group Commissioner & Group Treasurer.

REPORTING REQUIREMENTS

Groups are responsible for providing a final report to MCSC once the total grant monies and/or bingo earnings have been utilized. This report should include:

- year-end financial statements showing the receipt and expenditures of the grant monies and/or bingo earnings.
- receipts for items purchased.

We welcome your telephone calls for assistance or clarification

STAFF: Catherine Roberts - Executive Director,

Gary Borse, Marlene Harlock, or Gail Parker

Phone - (204) 940-4450

COMPLETED APPLICATIONS MAY BE MAILED, SENT BY FAX OR BY E-MAIL:

**Manitoba Community Services Council, Inc.
102-90 Garry Street
Winnipeg, Manitoba
R3C 4H1**

Fax – (204) 453-2692

E-mail address: applications@mbcsc.ca

APPLICATION FOR FUNDING – **SCOUT GROUPS**
MANITOBA COMMUNITY SERVICES COUNCIL INC.

FOR USE BY SCOUT GROUPS

FOR MCSC OFFICE USE ONLY

DATE RECEIVED _____

SEQUENCE # _____ APPLICATION # _____

1. Name of Group _____
2. If application is a consolidated one on behalf of more than one Scout Group, please list names of all Scout Groups involved:

3. Mailing address of persons to contact for further information:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (Res.) _____ Phone: (Res.) _____

(Bus.) _____ (Bus.) _____

4. MCSC will determine the form of any grant. Grants may take the form of a cash grant or assignment of bingo date (s). Bingo's require a minimum of 10 adult volunteers to staff the events. Indicate whether you would be willing and able to participate in:

BINGO EVENTS Yes _____ No _____

5. Project description (attach additional information as required)

6. Project budget:

Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

Revenue

Own resources	\$ _____
Other (specify)	
_____	\$ _____
_____	\$ _____
Grant requested:	\$ _____
Total:	\$ _____

7. Applications require approval by the Sponsor Representative, Group Committee Chairperson/Group Commissioner and Area Commissioner.
8. We believe the information provided in this application is accurate in all respects, is complete, and fully discloses the financial situation of the applicant(s). We agree to provide MCSC with a full accounting of any monies granted or monies earned through bingo within 60 days of completion of the project.

Name _____

Name _____

Title _____

Title _____

Signature _____
GROUP CHAIRPERSON/GROUP COMMISSIONER

Signature _____
SPONSOR

Date _____

Date _____

Name _____

Title _____

Signature _____
AREA COMMISSIONER

Date _____

Note: Before mailing this application, be sure to attach:

- ❖ **Financial statement for the preceding year**
- ❖ **Current operating budget**
- ❖ **Written estimates from suppliers and/or contractors**

March, 2003