

	Gasóga na hÉireann/Scouting Ireland			
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Scouting Ireland – Den Development Grant Committee - Terms of Reference				
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Role of the Den Development Grant Committee

The role of the Den Development Grant Committee is to review grant submissions by Scout Groups on an annual basis.

Key Objectives

- Providing advice in relation to small den development projects.
- To ensure that the Group is in good standing as per the Constitution and Rules of Scouting Ireland.
- Ensure that grants are used efficiently and for the intended purpose.

Categories of responsibilities:

1. General financial oversight of the den development grants funding
2. Complete review of grant applications
3. Advise and assist Groups in completing small projects (maximum funding agreed at €2000 per Group)
4. Ensure that grant applications are in line with maintaining or improving Scout facilities.
5. Administration and recording of applications and correspondence with Groups.
6. Liaising with the finance department of Scouting Ireland to ensure timely payment of approved grants.

Section 1 - Membership

The Den Development Grant Committee shall consist of the National Treasurer, two members of the NMC, and a member of Professional Staff assigned by the CEO. All appointments shall run co-terminus with the term of the National Treasurer but stay in place until new National Treasurer is appointed) and will be reappointed under Rule 127 annually. The Den Development Grant Committee is considered to be in place as and from date agreed by National Management Committee. For continuity purposes the two outgoing members elected by the NMC will remain in situ for a period of one year in an advisory capacity.

Section 2 - Meetings & Minutes

All members are required to meet to review the grant applications. The Administrator shall take minutes of the meetings and will organise a suitable date and venue which will be circulated to the members at least THREE weeks in advance of the meeting. The administrator is also responsible for the circulation of grant application forms to Scout Groups (dates should be agreed with the National Treasurer in line with annual return dates).

Frequency

The den development grant is payable on an annual basis therefore only one meeting per annum is required.

Section 3 - Authority

The Den Development Grant Committee is authorised by the National Management Committee to examine any activity within its terms of reference.

July 2015