



Help develop well-rounded youth, better prepared for success in the world.

## **Group/Section Grants, Fundraisers & Donations**

Our Groups/Sections require funds to sustain our program. Here is some information and tips on what to look for when searching for grants, fundraisers and donations. Information isn't limited to what is in this document, but this can help as a starting point. National "BP&P" (formerly Bylaws Policies & Procedures) refers to [Scouts Canada's Policies, Procedures & Standards](#).

Whenever in doubt or you have any questions, ensure that you check with your Group Commissioner or Scouting Relationship Manager (SRM), Council Relationship Manager (CRM) or email the Scouts Canada Help Centre at [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca). Our Help Centre will redirect your question to the correct Scouting department and region.

### **GRANTS**

A grant is a sum of money given to an organization, typically by the government or a foundation, that does not have to be repaid.

- Grants are often awarded for specific projects or initiatives. Be sure the grant you apply for would support your specific purpose. (i.e., If you are looking for a grant for camp equipment, then you don't want to apply for a grant for setting up a community garden)
- Grants are available from a variety of sources such as governments, private foundations, non-profit organizations, and even corporations such as banks.
- Some grants come with reporting requirements. While successful recipients are generally not required to account for how the grant is used (unless specified in the program's requirements), they may need to report on the results achieved with the grant.
- Check your local town, municipality, and city as they may have grants available for non-profit organizations.
- When looking at grants from corporations you will want to check with your Group Commissioner who can help you find out if your Group, Council or National levels of Scouting are already in partnership with that corporation. If so, then you should avoid approaching that corporation.
- Ensure you read all the fine print in any grant application so that you are aware of all the conditions. Some may require a follow-up report or other types of reports or conditions.
- Before applying or signing any application for a grant or anything else, you will want to check the National BP&P and run the contract by your Group Commissioner, SRM/CRM to ensure you are okay to sign it as a representative of Scouts Canada. Different Scouting levels have different signing abilities, and some contracts may have legal obligations required to be verified by Scouts Canada.
- If you are ever unsure of anything to do with grants, reach out to your Group Commissioner, SRM, CRM or email [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca) for further assistance.



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## **FUNDRAISING**

Fundraisers seek to generate financial support for a charity, cause, or other enterprise. They can be called "a fundraising campaign". Please consider our seasonal [National Fundraisers](#).

- Fundraise for a specific purpose, like Section tents so you can go camping. This will make fundraising easier. Have a purpose, create a goal/target amount, a timeframe, and report to your Group Committee at the end of the fundraiser how much funds you raised and exactly what the funds were used towards.
- Give parents/guardians all the information up front. Empower everyone to be able to answer potential questions that may come up while fundraising. This will make fundraising easier, run smoother and you will look more organized.
- Prior to looking for a fundraiser or taking on any fundraiser you will need to ensure you check the National BP&P to ensure it is in alignment with Scouts Canada.
- Have all members dress in their Scouting Uniforms or unified Scouts-branded logo wear.
- When choosing an actual fundraiser:
  - What percentage funds raised will your Group/Section actually make?
  - Will you take down orders in advance, then place orders after the event?
  - Is there a minimum quantity you need to order?
  - What is your timeframe for sales, when to place orders and delivery?
  - Do you have to order and pay for the products before starting your fundraiser? This option runs a risk of not being able to sell all the product.
  - Does the product/brand fit within Scouts Canada?
- If you are wanting to hold a fundraiser with food:
  - Do you need a certified kitchen?
  - Do you need a food handler course certification?
  - Will you need special refrigeration or delivery schedules for everyone to promptly receive their orders?
  - Are ingredients listed on products?
  - How will you prevent cross contamination and prepare for common dietary restrictions?

## **DONATIONS**

- There are different types of donations and different levels of donation and different National BP&P depending on details of the donations.
- It is important that we follow the correct process in receiving donations to comply with Scouts Canada and with Canadian Revenue Agency.



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### **Scenarios and Direct National BP&P Links Regarding Donations:**

#### **Official Donations Receipt for Groups Procedure**

- Scouts Canada is a registered charity, and Groups and Properties are branches of Scouts Canada. Donors may designate gifts to Groups and Properties.
- Scouts Canada issues official donation receipts for our Groups and Properties so they don't have the additional administrative burden of registering for and maintaining a registered charitable status.
- National BP&P [Official Donations Receipt for Groups Procedure](#)

#### **Gift Acceptance and Sponsorship Policy**

- Outlines Scouts Canada's National process for working with donors and sponsors who support our mission at the Council, and National levels
- National BP&P [Gift Acceptance and Sponsorship Policy](#)

#### **Gifts-in-Kind Procedure**

- Gifts-in-kind, also known as non-cash gifts, are gifts of a tangible item. Donors sometimes want to gift Scouts Canada, Groups or Properties equipment or memorabilia.
- This procedure applies to all gifts-in-kind received on behalf of Scouts Canada, a Group or a Property where the donor wishes to receive an official donation receipt.
- National BP&P [Gifts-in-Kind Procedure](#)

### **List of Other National BP&P Grants, Fundraising and Donations Links That May be Helpful**

#### **Related Policies & Standards**

- [Section and Group Finance Policy](#)
- [Privacy Policy](#)
- [Transportation Standards](#)

#### **Related Procedures**

- [Contracts Procedure](#)
- [Group Financial Responsibilities and Reporting Procedure](#)

#### **Resources**

- [Association of Fundraising Professionals Donor Bill of Rights](#)
- [FAQs — Scouts Canada Online Support Centre](#)