



# Project Brief & Funding Statement



## **1st Haslemere Scout Group New Scout Headquarters at Scotland Park, Haslemere.**

Prepared for: Planning Application.

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# EXECUTIVE SUMMARY

## Objective

The primary objective of the New Scout Headquarters project is to provide the 1st Haslemere Scout Group with a dedicated and modern facility situated in Scotland Park, Haslemere. This facility will serve as a central headquarters, fostering the growth and development of local scouts and enhancing their scouting experience. Additionally, the project aims to contribute to the wider Haslemere community by providing a versatile community hall space for local groups and events.

## Goals

1. Scout Empowerment: Create a purpose-built headquarters equipped to support the needs of the 1st Haslemere Scout Group, offering a conducive environment for meetings, activities, and storage of scouting equipment.
2. Community Engagement: Establish a community hall within the headquarters that will serve as a hub for local groups and events, promoting social cohesion and inclusivity within the Haslemere South area.
3. Collaborative Funding: Secure funding from a diverse range of sources, including local and national grant organisations, community fundraising efforts, and in-kind contributions, to ensure the financial sustainability of the project.

## Solution

- Collaborate with local businesses and residents for voluntary expertise, fostering a sense of community ownership and involvement.
- Engage with potential capital grant funding organisations with outline planning permission to secure commitments for the project.
- Utilise a combination of existing funds, community-driven fundraising events, and sponsorship initiatives by the 1st Haslemere Scout Group.

## Project Outline

The New Scout Headquarters project will be situated on approximately 8 acres of woodland adjacent to new houses in Scotland Park, Haslemere. The land and woods, generously provided by Redwood (South West) Ltd. as freehold, will be owned by the 1st Haslemere Scout Group and held in trust by the Scouts Association Trust Corporation. The housing developer will construct the "Shell & Core" of the headquarters, while the scouts will manage and fund the "second fix" to make the building operational and fit for purpose.

The project includes the installation of necessary fittings, such as structural elements, utilities, interior finishes, scout-specific features, community hall amenities, security, safety measures, accessibility features, and landscaping. The budget estimates have been compiled for each category, and a comprehensive fundraising approach has been developed to secure the required funds.

By achieving the outlined objectives and goals, the New Scout Headquarters at Scotland Park will not only serve as a central hub for scouting activities but also contribute to the broader community, creating a lasting and positive impact on the Haslemere South area.

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# PROJECT BRIEF

## 1st Haslemere Scout Group New Headquarters At Scotland Park, Haslemere

This project brief outlines the key aspects of the New Scout Headquarters at Scotland Park, Haslemere, emphasising its dual role as a scout hub and community hall. The collaboration between the 1st Haslemere Scout Group and Redwood (South West) Ltd. exemplifies a community-driven approach to constructing a facility that will benefit the scouts and the wider Haslemere community for years to come.

### Project Overview

The New Scout Headquarters at Scotland Park, Haslemere, is a community-focused project aimed at establishing a dedicated headquarters for the 1st Haslemere Scout Group. This facility will be situated on approximately 8 acres of woodland, generously provided by the housing developer, Redwood (South West) Ltd., as freehold land. The land will be owned by the 1st Haslemere Scout Group and held in trust by the Scouts Association Trust Corporation, ensuring its long-term benefit for the scouts in Haslemere.

### Location

The project site is strategically located adjacent to new houses in Scotland Park, Haslemere, providing a tranquil and accessible setting for the scout headquarters. The woodland backdrop aligns with the values of scouting and offers an ideal environment for various scouting activities.

### Project Objectives

1. Establish a dedicated and functional headquarters for the 1st Haslemere Scout Group.
2. Construct the "Shell & Core" of the building, with Redwood (South West) Ltd. responsible for this phase.
3. Manage and fund the "second fix" of the building, including the installation of features to make the facility operational and fit for purpose.
4. Provide a versatile community hall for local groups and residents in the Haslemere South area and the wider community.

### Building Features

The shell and core will include the fundamental structural elements of the building.

The second fix will encompass the installation of utilities, fixtures, and finishes necessary for the headquarters to be fully operational.

The building is designed to meet the specific needs of the 1st Haslemere Scout Group, ensuring it serves as an effective hub for scouting activities.

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## Stakeholders

- 1st Haslemere Scout Group
- Scouts Association Trust Corporation
- Redwood (South West) Ltd.
- Local residents & community groups in the Haslemere South area
- Other Haslemere, Grayswood, Shottermill, Camelsdale, Hammer residents & community groups.

## Funding Statement

Redwood (South West) Ltd. will contribute to the project by constructing the "Shell & Core" of the building.

1st Haslemere Scout Group will manage and fund the "second fix," covering the costs associated with making the building operational and tailored to scouting needs.

Fundraising initiatives, grants, and community support will be sought to secure the necessary financial resources for the project.

## Community Impact

The new headquarters will serve as a focal point for scouting activities, fostering personal development and community engagement among Haslemere's youth.

The community hall component will offer a shared space for various local groups, enhancing social cohesion and collaboration in the Haslemere South area.

## Timeline

Construction of the "Shell & Core" by Redwood (South West) Ltd. with the building & land transferred to the Scouts by the 80th occupation on the Scotland Park housing development development.

Second fix and building customisation by 1st Haslemere Scout Group starting no later than 3 months after the transfer of ownership and completing within 18 months.

Expected Project Completion: 2027-2028

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# BUDGET

The budget below provides a comprehensive overview of the estimated financial allocations for key components within the New Scout Headquarters project at Scotland Park, Haslemere. This detailed breakdown encompasses various categories, including structural elements, utilities, interior finishes, scout-specific features, community hall amenities, security and safety measures, accessibility features, and landscaping. Each item is accompanied by a corresponding quantity and an estimated budget in Great British Pounds (GBP).

It is essential to note that the provided budget is a preliminary estimate and serves as a guide for financial planning purposes. Actual costs may be subject to change based on specific project requirements, market conditions, and unforeseen circumstances. The table is designed to assist project stakeholders, including the 1st Haslemere Scout Group, in understanding the financial considerations associated with the construction, customisation, and operationalisation of the new headquarters.

This transparent and itemised budget facilitates effective financial management and enables informed decision-making throughout the project lifecycle. It also serves as a valuable reference point for fundraising initiatives, grant applications, and budgetary adjustments as the project progresses. As the project moves forward, detailed cost analysis and periodic financial reviews will be essential for ensuring the successful realisation of the New Scout Headquarters in Haslemere.

Category	Item	Description	Budget GBP
Shell & Core	Scout Headquarter / Community Hall	Groundwork, footings, services conduits, shell & core of the building with windows and doors.	Shell & Core Budget
	Wheelchair Ramps and Elevators	Ensuring the building is accessible to individuals with disabilities.	Shell & Core Budget
	Gates, Fencing and Hedges	Gates and gates post at the main vehicle entrance to the land and car park. To match style of housing development. Wire fencing, hedges and required gates to mark boundary of land.	Shell & Core Budget
Landscaping	Gates, Fencing and Hedges	Gates and gates post at the main vehicle entrance to the land and car park. Wire fencing and hedges to mark boundary of the property.	Shell & Core Budget
	Exterior Landscaping	Design and installation of landscaping features around the building.	Post project scouts activity
Scout-Specific Features	Outdoor Facilities	Design and installation of outdoor spaces tailored for scouting activities.	Post project activity

Category	Item	Description	Budget GBP
Internal Structural Elements	Walls, Flooring & Ceiling	Installation and finishing of internal walls for room divisions and structural integrity. Flooring materials and installation for various spaces within the building. Suspended or fixed ceilings for aesthetic appeal and functionality Ready for decoration.	Shell & Core Budget
Utilities	Plumbing Fixtures	Installation of sinks, toilets, and other plumbing fixtures.	£15,000
	Heating Systems	Heating and hot water system. Air source heat pumps, underfloor heating in scree and solar panels with battery power storage.	£40,000
	Electrical Systems	Wiring, outlets, lighting fixtures, and electrical panels for power distribution.	£35,000
Interior Finishes	Painting and Wall Finishes	Interior painting and finishes for aesthetic appeal and protection. Cost of paint only. Scout adult volunteers to decorate interior.	£3,000
	Interior Doors and Hardware	Installation of doors, handles, and locks for various rooms. Includes fire doors to meet building regulations.	£10,000
Scout-Specific Features	Storage Solutions	Adequate storage spaces for scout uniforms, equipment, and supplies.	Reuse existing items
Community Hall Features	Multi-Purpose Hall	Features such as audio-visual equipment, and seating for community events and gatherings.	£2,000
	Kitchen Facilities	Installation of a functional kitchen with appliances for community events and activities.	£35,000
	Kitchen Equipment	Cooking equipment, kettles, crookery & cutlery.	Reuse existing items
	Event Equipment	Tables and chairs for meetings and events.	Reuse existing items
	Toilets, Shower and Washing	Restroom facilities to accommodate the needs of community hall users. External washing sinks for camping.	£15,000
Security and Safety	Security Systems	Installation of security cameras, access control systems, and alarms.	£1,000
	Fire Safety Systems	Fire detection and suppression systems, emergency exits, and signage.	£2,000
Accessibility Features	Signage	Clear and visible signage for navigation and wayfinding.	£500

Category	Item	Description	Budget GBP
Landscaping	Parking Facilities	Designated parking areas for users of the scout headquarters and community hall.	£10,000
	<b>Contingency</b>	<b>Approximately 10% of the budget for unknowns.</b>	<b>£17,000</b>
		<b>Total</b>	<b>£185,500</b>

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# FUNDRAISING APPROACH

The successful realisation of the New Scout Headquarters project at Scotland Park, Haslemere, relies on a comprehensive fundraising approach that combines various strategies to cover the estimated budget. This approach acknowledges the commitment of the 1st Haslemere Scout Group, which will contribute £20,000 through a combination of existing funds and community-driven fundraising and beavers, cubs & scouts sponsorship events.

Additionally, the project will leverage the expertise and voluntary contributions of local residents connected to the scout group, including parents of scouts, leaders, and individuals within the group's wider network. This will keep the costs of fitting out the building by leveraging expertise in electrical installation, plumbing, heating engineering, decorating and other professional skills.

## Capital Grant Funding

- Upon obtaining outline planning permission, the project team will engage with capital grant funding organisations to secure additional financial support.
- Comprehensive proposals and project documentation will be presented to highlight the community-oriented nature of the project and its positive impact on the scouts and the wider Haslemere community.
- Clear communication of the project's goals, its alignment with community development objectives, and the commitment of the local community will be emphasised in grant applications.

## Community-Focused Fundraising Events

- The 1st Haslemere Scout Group will organise a series of engaging fundraising events within the local community.
- Events may include sponsored activities, community fairs, and themed gatherings to involve a broad spectrum of community members.
- Local businesses and residents will be encouraged to participate and contribute to the success of these events, fostering a sense of community ownership.

## Sponsorship and Partnership Initiatives

- The project team will actively seek corporate and local business sponsorships to support specific aspects of the project, such as the community hall, scout-specific features, or landscaping.
- Partnerships with local businesses will be explored, offering recognition and visibility in return for their support, creating mutually beneficial relationships.

## Utilising Voluntary Expertise

- The project will tap into the expertise and voluntary time of local residents connected to the scouts, including parents, leaders, and individuals within the scout group's wider network.
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- Contributions in terms of professional services, project management, and construction-related expertise will help reduce costs and enhance the project's overall efficiency.

Donor Recognition and Engagement

- Donors and contributors, whether individuals or organisations, will be recognised and appreciated through various channels, including project signage, acknowledgments in project-related materials, and public events.
- Regular updates and transparent communication will be maintained to keep donors informed about the project's progress and impact.

Ongoing Community Support

- The project team will cultivate and maintain strong relationships with the local community, fostering ongoing support for the New Scout Headquarters.
- Regular community engagement activities and communication channels will be established to keep the community informed and involved in the project's journey.

This comprehensive fundraising approach aims to harness the collective power of community involvement, corporate partnerships, and grant funding to ensure the successful realisation of the New Scout Headquarters at Scotland Park, Haslemere. By combining financial resources with voluntary contributions and community support, the project can create a sustainable and community-driven foundation for the benefit of the 1st Haslemere Scout Group and the wider Haslemere community.

Funding Organisations Overview

The Funding Organisations Overview table presents a detailed summary of key funding entities that could contribute to the realisation of the New Scout Headquarters at Scotland Park, Haslemere. The table provides insights into each organisation’s purpose, the types of grants they offer, typical grant amounts, and whether they operate at a local or national level. This comprehensive resource aims to assist in developing a strategic and targeted approach to secure funding for the project.

Organization	Description	Grant Types	Typical Grant Amount	Local/National
ACRE (Action with Communities in Rural England)	Supports rural communities in England by providing advice, resources, and grants.	Community Development, Rural Initiatives	Varies	National
Waverley Borough Council	Offers Community Infrastructure Levy (CIL) funding for local projects in Waverley.	Community Infrastructure, Local Projects	Varies	Local

Organization	Description	Grant Types	Typical Grant Amount	Local/National
Scout Hut Heating	Specialized in providing funding for heating solutions in Scout huts and community buildings.	Heating Solutions for Scout Huts	Varies	National
Esmée Fairbairn Foundation	Supports initiatives across various sectors, including the arts, education, and social change.	General Funding, Social Change	Varies	National
The Goldsmiths' Company	Focuses on supporting the goldsmith and silversmith trade, education, and community projects.	Artisan Support, Education, Community Projects	Varies	National
Lloyds Bank Foundation	Supports charities addressing complex social issues, emphasizing systemic change.	Core Funding, Capacity Building, Local Charities	Up to £100,000	National
Co-op Foundation	Works to strengthen communities and tackle youth loneliness through various programs.	Community Spaces, Youth Loneliness	Varies	National
Fidelity International Foundation	Supports projects focused on education, health, and livelihoods in developing countries.	International Development, Education, Livelihoods	Varies	International
Heritage Fund	Aims to conserve and promote the UK's heritage through funding for diverse projects.	Heritage Conservation, Community Engagement	Varies	National
Paul Hamlyn Foundation	Supports the arts, education, and social justice, with a commitment to change and diversity.	Arts, Education, Social Justice	Varies	National

Organization	Description	Grant Types	Typical Grant Amount	Local/National
The Mercers' Company	Engages in charitable activities supporting education, general welfare, and community projects.	Education, Community Projects	Varies	National
Rank Foundation	Focuses on improving the lives of people and communities, offering a range of grants.	Community Development, Social Enterprise, Youth Projects	Varies	National
FCC Communities Foundation	Provides grants for community projects, particularly those near waste recycling sites.	Community Projects, Environmental Initiatives	Varies	National
Entrust	Manages the Landfill Communities Fund (LCF), supporting projects near landfill sites.	Environmental Projects, Community Initiatives	Varies	National
Grantscape	Administers the Landfill Communities Fund (LCF), supporting projects with environmental benefits.	Environmental Projects, Landfill Communities Fund	Varies	National
Veolia Environmental Trust	Focuses on supporting community buildings and spaces through the Landfill Communities Fund.	Community Buildings, Landfill Communities Fund	Varies	National
The Coleman Charitable Trust	Local charity based in Witley, Surrey.	Varies	Grants in the region of £1000 to £5000 are given	Local
Surrey County Council - Your Fund Surrey	Community projects fund.	Funding for large and small community spaces and halls.	Varies	Local
Haslemere Town Council	Community funding	Local Projects	Varies	Local

Organization	Description	Grant Types	Typical Grant Amount	Local/National
Community Ownership Fund - UK government	£150 million Community Ownership Fund	Funding for local facilities, community assets and amenities.	Varies	National
Energy Industry Voluntary Redress Scheme	Project funding for charities.	Funds to deliver energy related projects	Varies	National
National Grid Community Grant Programme	Fund projects run by charities and community groups	Energy related funding.	Varies	National
Tesco Community Grants	The fund is open to charities and community organisations	Varies	Grant of up to £1,500	National
The Customer and Communities Improvement Fund (CCIF) - Southwestern Railway	Programme to support projects that have a community benefit.	Varies	Varies	Regional

## Approach for Contacting and Agreeing Funding

### 1. Research and Prioritisation

- Conduct in-depth research on each funding organisation to understand their specific criteria, priorities, and past projects they have supported.
- Prioritise funding organisations based on alignment with the goals and needs of the New Scout Headquarters project.

### 2. Tailored Proposals

- Develop tailored project proposals that clearly articulate the project's objectives, impact on the community, and alignment with the mission of each funding organisation.
- Highlight specific aspects of the project that resonate with the organisation's focus areas and grant types.

### 3. Establishing Contact

- Utilise official channels, including online application forms or designated contact information, to reach out to each funding organisation.
  - Craft personalised communication introducing the project, expressing interest in their funding programs, and requesting additional information or guidance.
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#### 4. Meetings and Presentations

- Request meetings or presentations with key representatives from funding organisations to discuss the project in more detail.
- Utilise visual aids, project renderings, and success stories to effectively convey the project's vision and potential impact.

#### 5. Collaboration and Networking

- Explore opportunities for collaboration, emphasising how the project aligns with the values and objectives of the funding organisation.
- Leverage existing networks, local contacts, and community partnerships to enhance credibility and support for the project.

#### 6. Compliance and Documentation

- Ensure compliance with all application requirements and guidelines provided by each funding organisation.
- Prepare a comprehensive documentation package, including project plans, budgets, and any additional information requested by the funding entities.

#### 7. Ongoing Communication

- Maintain regular and transparent communication with funding organisations throughout the application process.
- Provide updates on project milestones, community engagement efforts, and any additional information requested by the funding entities.

#### 8. Flexibility and Adaptability

- Be open to feedback and suggestions from funding organisations, adapting proposals and strategies based on their input.
- Demonstrate a willingness to work collaboratively and address any concerns or questions raised by potential funders.

This approach is designed to create a targeted and collaborative effort to secure funding for the New Scout Headquarters project, ensuring alignment with the priorities and goals of each funding organisation.

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