

**The Lord-Lieutenant's Fund**  
*in support of The Duke of Edinburgh's Award in Hampshire*

**Principles of Operation of the Fund**

- 1) The Lord-Lieutenant's Fund, in support of The Duke of Edinburgh's Award in Hampshire ("the Fund"), is established both to assist participants in the Gold Expedition Section of their Duke of Edinburgh's Award ("DofE"), and to encourage completion of their Awards.
- 2) The Fund is managed and administered by an Executive appointed by the Lord-Lieutenant of Hampshire.
- 3) The Executive will appoint an Honorary Administrator who will ensure the smooth day to day running of the Fund. The Executive will also produce an annual report for the Fund with a set of verified/audited accounts open for inspection by members of "The Duke of Edinburgh's Award in Hampshire" and made widely available.
- 4) Applications to the Fund will be accepted from DofE Centres (or groups of Centres) in the geographical area of Hampshire, on behalf of their Gold expedition participants, regardless of their residential location. Applications from Approved Activity Providers ("AAPs") or similar organisations will not normally be considered. The Executive may exceptionally consider requests for funding from individuals who are based in the geographical area of Hampshire but who are taking part in expeditions organised by AAPs or DofE Centres outside Hampshire, and may choose to offer an appropriately reduced level of grant.
- 5) The administration of the Fund is designed to be as simple as possible. Grants from the fund will be paid only on proven participation in the expedition for which prior application has been sought and approved. Retrospective applications will only be accepted in the most exceptional circumstances.
- 6) The Executive will meet at least once a year normally at the end of the expedition season to approve the annual report and accounts and to determine the following year's grants. The accounting procedure adopted for the Fund should reflect the expedition season rather than the standard financial year in order to simplify the reporting process.
- 7) The Fund was originally intended to operate over a period of ten years, starting in 2007, with the monies in the Fund at the beginning of a year being divided by the number of remaining years to establish that year's grants. Further income to the fund has meant that it could continue beyond its original horizon date of 2016. The amount allocated in future years will continue to be set at a level comparable to the historical annual grant, and the principles of the Fund will continue, both being subject to review by the Executive.
- 8) The rules governing the operation of the Fund, including any rules necessary for the fair allocation of monies particularly in the event of applications exceeding resources, and the size of the grants for each year, will be determined by the Executive.
- 9) The Executive will actively continue to seek opportunities to add to the Fund but do not have any specific responsibility to extend the Fund beyond the limit of its currently available finances.