

## **Caludon District Project Fund: Guidance for completion of application form.**

### **Scout Group:**

Applications will only be accepted if submitted by the Executive of a Scout Group registered to Caludon District, City of Coventry Scout County, or from an Explorer Unit within the District, endorsed by the District Explorer Scout Commissioner. **You may only submit one application in any financial year.**

### **Type of Application**

Indicate clearly which of the two categories you wish to apply under.

### **Title of Project**

In no more than 15 words give a title which describes the nature of your project.

### **Aims/expected outcomes**

In no more than 300 words outline:

What do you intend to achieve through your project? e.g. purchase of tents; expertise in a specific activity. You may include photographs if they illustrate any aspect of your application.

What will be the desired outcomes? e.g. Leaders able to run specific activities; specific increase in numbers; new adult support. Wherever possible put a quantity – e.g. two leaders trained in x; 3 new members of executive; specific increase in use of headquarters etc.

### **Outline of actions/resources.**

In no more than 100 words describe clearly what will be done and what non-financial resources might be needed. Give a timescale for your project – start and end dates.

### **Financial plan.**

Give details of: Total cost of project.

How much you already have.

Other sources of income

Please include estimates for the cost of the project. For capital projects there should be 3 external estimates, plus your reasons for preferring any one of them. For development projects there should be details of any professional payments required e.g. cost of a training course, or of any material costs, e.g. for recruitment activities.

Indicate a time scale or schedule for your spending. Attach a copy of your latest annual accounts and give details of the tenancy of your headquarters – freehold, leasehold or rental.

### **How much are you requesting?**

Please note that the maximum loan for a capital project will be £5000. You will need to indicate a time scale and a method for repayment. This may need to be negotiated.

For a grant the maximum will be £250.

**Please note that there are other funds available for hardship payments e.g. to support young people taking part in activities, and this fund should not be used for this purpose.**