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ESF Funding Request – “Small Projects” from Central and Eastern Europe

Name of the project:

Name of Scout Association:

Name of person responsible for the project:

Contact address:

Telephone/fax numbers:

E-mail address:

Objectives of the project:

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Description of the project:

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Finance / Budget:

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Signatures

Responsible for the project: **Place and Date:**

International Commissioner: **Place and Date:**

ESO staff remark:

NB: see notes overleaf

General notes and guidelines for submitting your funding request

The mission of the European Scout Foundation (ESF) is to provide financial support for the development of Scouting in Europe, with a main emphasis on projects of National Scout Organizations in Central and Eastern Europe. As a means of raising money, the European Scout Foundation developed the Friends of Scouting in Europe (FOSE). Through this initiative ESF is aiming to enable its members to demonstrate their support for the ideals and aspirations of Scouting, by contributing financially to the Movement's growth in Europe.

Most of the support for your projects comes from Scout groups like your own, or individual Scout Leaders doing "the same Scouting" as you are doing. Thus, your project will be presented to potential donors for funding. Submitting a funding request, however, does not mean that your project will be financed automatically. One more thing: although we are keen to keep the *Funding request* simple, we are encouraging you to plan your project in details and to include all the aspects of a successful Scout project in all its stages (*for more reflection on educational aspects of a Scout project see Annex 1*).

The aim of these notes and guidelines is to assist you in filling in the *Funding request* and to improve the chances for your project being funded! Please read these notes carefully before starting to write your application.

I General notes:

- **The funding request** should be limited to one page. If there is insufficient space on this form, please enclose the necessary documents (e.g. project description, budget sheet, drawings, etc.).
- The project should come from a local Scout group and have the approval of the International Commissioner of your National Scout Organisation.

II Technical notes:

- Under **Objectives of the project** section, present why do you want to do this project, what changes do you want to bring in your unit/community. Your objectives should be Specific, Measurable, Achievable, Relevant, Time-framed and Agreed.
- Under **Description of the project** section, explain briefly the project activities, methodology, number and structure of scouts/participants, timeframe, location, expected results, etc. Be precise and coherent!
- A project, which can be realised at "any time", should be preferred to a funding request with a "fixed date". However, the types of projects, which can be presented, are fully open. E.g. Scout participation in camps and activities, outdoor or technical equipment, etc.
- Note that projects related to your Scout programme, with clearly set objectives, are much easier "to sell" than projects related to computers, and / or office equipment.

III Budget notes:

- Present the exact amounts needed for your project and narrative description for them in the **Finance/Budget** section. Indicate if you have fundraised money from other sources, too. You are more than welcome to be creative in raising more funds for better project implementation.
- The amount requested should be between EURO 1'000. - and 3'000.-.
- Note that a project of a smaller amount has more chances of being financed.
- Should the project not be funded within 18 months, it will be cancelled and you will be informed.
- Should a project with a specific timetable, e.g. a summer camp in a specific year, not be funded, it will be cancelled immediately after it was supposed to take place.
- **Please also include the full bank reference of your Scout Association / local Scout group:**
 - Account holder
 - IBAN
 - SWIFT
 - Name of the bank
 - Address of the bank
 - Address of the beneficiary (account holder)
 - Account number

IV Reporting:

- All reports on the projects financed have to be submitted to the European Scout Foundation no later than three months after the projects are completed. In any case not later than 6 months after the grant has been received.
- Please provide copies of any relevant documents, or photographs, that will help explain your report more fully, and serve as support for other projects.
- The Board of the European Scout Foundation reserves the right to audit your project. Proofs of expenditures have to be kept available in your National Association.
- The absence of reporting will withhold any other grants from the European Scout Region.
- And, one last thing: share your results with other units in your Scout organization. Your successes might attract others to seize this opportunity!

We wish you full success with your project!

* at Annex 1 "A collective enterprise", I think it is not wise to give those examples, as some people can think that these are the only one that can be funded or on the other hand can think always can get projects like the examples funded.

Annex 1

In general terms, a project is something that one intends to achieve by a given time in the future. It involves setting a clearly defined goal to reach, working out what needs to be done – when and how – and then Doing it!¹

Reaching the goal of a project is certainly something to celebrate – but before that, taking time to think about the whole adventure, what you learned along the way, what you would do differently next time, and so on, can give the celebration more meaning.

A scout project is an educational approach which involves:

A collective enterprise, i.e. something that a team or unit decides to undertake together;

With a clearly defined goal, i.e. what the project sets out to achieve;

Involving 7 phases:

- I. **What project?** - Discussing and building consensus on the project the team wants to do;
- II. **Integrating learning opportunities** - Time for the leaders to assess the project aspects, reconsider if necessary or enrich (considering feasibility, safety, costs, learning opportunities, etc);
- III. **Planning** - Listing everything that needs to be done and when, establishing preliminary budget, working out the various areas of responsibility;
- IV. **Getting prepared** - Presenting the enriched version to the whole unit, helping young people to gain knowledge and skills needed to carry out the tasks;
- V. **Carrying out the project;**
- VI. **Evaluating and recognizing the progress** - Examining what went well and less well; formally recognizing the progress made by each person;
- VII. **Celebrating!** - Organizing the celebration with refreshments and exhibition of photos or a slide show, or some other form of describing and celebrating the project.

Makes full use of the Scout method², considering the project in the light of opportunities to make full use of the educational tools that form the Scout Method;

Incorporates a variety of learning opportunities i.e. it enables each person to gain knowledge, skills and attitudes in a variety of areas;

Takes into account varying interests, talents, capacities and needs, i.e. within the framework of the project, the young people are able to make choices as to the ways in which they will contribute to its success;

That all of the young people in a team or a unit are committed to achieving through personal effort, i.e. the project is not imposed on young people – it is based on a clearly defined goal that they take part in establishing and that they want to achieve.

Whatever the nature of the enterprise, a Scout project is one which is:

- Based on young people's needs and interests,
- Challenging (offering the young people opportunities to go beyond their current capacities – both as a group and as individuals),
- Rewarding (offering constructive learning experiences),
- Useful (i.e. by the end of the project, something should have changed for the better as a result of having undertaken the project).

¹ A publication available from the World Scout Bureau, entitled "**Introduction to a project approach in Scouting LET'S DO A SCOUT PROJECT!**", explains step-by-step, how you can use a project approach to provide a rich and exciting learning environment for young people

² A publication available from the World Scout Bureau, entitled "**Scouting: an educational system**", explores the Scout Method in detail.