



Notes on submitting an Organisational Development Grant Application

Items to include with your Application

When submitting this application, please include:

- A feasibility report which gives a clear description of the project, details the anticipated timescale to completion; the Officer responsible for each activity, (eg. contacting prospective members; publicity; finance, etc.) and the anticipated dates for implementation;
- A budget showing how the money will be spent and including itemised costs;

Please read the notes below as they will help you to write your application.

Notes:

Completed Grant Application forms to be forwarded to the Federation Office. Applications will be considered by the Directors of Organisational Development and Membership. Each application will be considered on its own merit.

Applications for grants from Federation will be accepted for the following:

- 1) Formation of new Clubs eg launch events, first meetings etc
- 2) Pilots of new forms of Clubs
- 3) Revitalisation/re-launch of existing Clubs
- 4) Recruitment campaign for a Country, National Association, Network, Region

A twice yearly report on progress will be required and willingness to provide an article for the SIGBI News Briefing if requested.

Preference will be given to applications which:

- 1) Have a guarantee of matched funding from the Region/National Association/Network
- 2) Are for Clubs which have been identified as in need of support
- 3) Include innovative ideas and/or are based on plans to pilot new initiatives eg new forms of Clubs

Grant payments, when approved, will only be made upon submission of valid receipts for expenditure. Only one grant will be given for any one project and the maximum grant will normally be £500.