



***Policy Document:
SSAGO Development Fund
(July 2006)***

1. Aims

The aims of the SSAGO Development Fund are:-

- 1.1 To provide opportunity to promote/publicise SSAGO.
- 1.2 To provide something of lasting value, for at least 3 years.
- 1.3 To be of benefit to SSAGO members or Guiding/Scouting as a whole.

2. Overview

- 2.1 The SSAGO Development fund is a sum of money within SSAGO that is there to aid the development of SSAGO and Guiding/Scouting. Money is obtained in the form of a grant as outlined below. The fund will be set up using a sum of £2,000 and shall never be exhausted to below £1,500 and will be replenished using 50% of any National Event surplus, with effect from Summer rally 2006 or by donations to SSAGO. The development fund shall never exceed £5,000 and at such a point the SSAGO Exec should consult the Full Committee about future plans for the money.

3. Who may apply?

- 3.1 All student members of SSAGO may apply to the development fund, either in groups such as clubs, or as individuals.
- 3.2 No applications will be accepted from associate or honorary members.

4. How to apply

- 4.1 The maximum value of one application is £200
- 4.2 Applications must be posted to the SSAGO Treasurer using an official application form available on the SSAGO website or by request from the SSAGO Treasurer.
- 4.3 Applications from a club must be signed by two out of the Chair/President, Treasurer and Secretary.
- 4.4 Applications from a group of individuals must be signed by all those involved.
- 4.5 The applicants should be prepared to answer any questions posed by the SSAGO Exec.

5. How applications are dealt with

- 5.1 The SSAGO Exec shall take a vote on any applications and a simple majority shall be sufficient for an application to be successful.
- 5.2 Any SSAGO Exec member who is part of a club making an application or has a relationship with an applicant will not be able to vote on the outcome of that application.
- 5.3 If the Exec as a whole or any Executive Committee member wish to use money from the Development Fund this must be voted on by the SSAGO Full Committee and a simple majority shall be sufficient for an application to be successful.
- 5.4 A decision will be made as soon as possible and the Exec need not meet face-to-face to make a decision. Any decisions to be taken to Full Committee will be held at the next Full Committee Meeting.

6. Application Guidelines

- 6.1 Applications must meet the aims of the development fund listed above.
- 6.2 The applicant must have considered alternative funding sources, and details of any secured funding must be provided.
- 6.3 The application form must be completed in full.
- 6.4 Evidence in support of the application should be provided where appropriate.

6.5 Applications should be for extra-ordinary purposes i.e not for tentage, sleeping equipment, catering equipment or social purposes, this list is not exhaustive and is at the discretion of the SSAGO Exec.

7. Conditions of Successful Applications

- 7.1 Any successful applicants will have to make a short presentation at the next Full Committee Meeting stating how the money will be/has been used and how this has met the aims of the development fund.
- 7.2 The applicants must also provide a short written report with the same content to be kept for SSAGO records.
- 7.3 Within 6 months of the money been handed over the applicant must provide evidence of its proper expenditure to the SSAGO Treasurer. This timescale may be altered at the discretion of the SSAGO Treasurer depending on the type of project involved.
- 7.4 Failure to provide this evidence will result in the money having to be returned to SSAGO immediately.

8. Appeals

- 8.1 Decisions may be appealed at the next Full Committee meeting.
- 8.2 The intention to appeal shall be notified in writing to the SSAGO Exec at least two weeks in advance of the Full Committee Meeting.



Development Fund Application

July 2006

To be completed in conjunction with the Development Fund Policy Document

Applicant Name(s) and Club(s)

Contact e-mail

Contact telephone no.

Amount requested from fund

Total cost of project *

Other sources of funding *

Contact telephone no.

Description of project

How the project meets the aims of the Development Fund

Timing of project

Start Date _____ End Date _____

Signatures (please print names and positions)