



World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout

World Scout **Bureau** Mondial du Scoutisme

Asia-Pacific Regional Office  
Bureau Régional Asie-Pacifique

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**CIRCULAR N° 9, SERIES OF 2003**

To: International Commissioners

February 03, 2003

**Submission of Project Proposal for Grant  
from APR Scout Foundation**

Dear Colleagues:

The Asia-Pacific Regional Scout Foundation established in 1992 provides annual grants to member Scout organization in the region for projects having long lasting impact.

We now invite project proposals using the attached form from member Scout Organization for the allotment of grants for the year of 2003. Also attached is the Project Selection Criteria. Last date of receiving project proposals is **30 April 2003**. After passing through the approval process, the selected project will be intimated to the concerned NSOs by July 2003. Any NSO who has submitted a project proposal in the past and were not approved may fill up a fresh form for a possible consideration for this year's grant.

Looking forward to your response.

Yours Sincerely,

Abdullah Rasheed  
Regional Director

*AR/sps/lmc*



## ASIA-PACIFIC REGIONAL SCOUT FOUNDATION

### Funding of Projects from Foundation

#### **Project Selection Criteria**

1. Only the earnings (**Investment interests, dividends, coupons of bonds etc.**) from the invested capital fund of the Regional Scout Foundation may be granted:
  - a. to support non-income-generating projects submitted by NSOs, or
  - 2.
  - b. as an interest-free Loan to support income-generating projects submitted by the NSOs.
2. Alternatively the Committee may decide to adopt a distribution policy on a certain percentage of the average market value of the capital on a certain period of time.
3. The projects submitted by the NSOs (and the Regional Office) must have significant impact for the growth of the Scouting Movement in the respective country. For example- the project should help in membership growth, adult leadership development, youth programme advancement, community improvement, etc.
4. The grant or the loan should not exceed US\$15,000.00. (The project cost shall include the travel cost of the Regional Office Staff in, if required, the running of the sponsored workshops, courses, etc.)
5. Not more than 60% of the total yearly income shall be released as project grant.
6. Active participation of the Scouts and community should be ensured in the project.
7. The project which have multiplying effect shall be encouraged. For example:
  - a. Community Development-oriented projects covering areas like environmental education and action, child health care, sanitation promotion, preservation of culture and heritage, etc. These projects must be designed and implemented as integral part of youth programme of the respective NSO.
  - b. Planning Workshops and Management -oriented courses for Professional Scout Executives from developing countries.
8. Only the WOSM member Scout organizations and Associate NSOs in the Asia-Pacific Region will be beneficiaries of the Project grant/interest free loan. All Grants and Loans must be approved by the Foundation Management Committee on the recommendation of the APR Scout Committee.

#### **Approval Procedure:**

Project proposals are to be submitted to the World Scout Bureau/Asia-Pacific Regional Office in the specified format (copy attached). Project Proposal should reach the Regional Office by November of each year. The Asia-Pacific Regional Office will compile all the proposals, make necessary follow-up with NSO's on any clarifications required before submitting it to the Regional Scout Committee for selection and recommendation to Foundation Management Committee. The Foundation Management Committee will approve eligible projects latest by June of the succeeding year.

**Annual Schedule of Actions :**

- |    |                                                                                                                    |                          |
|----|--------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. | Asia Pacific Regional Office invites Project Proposals by                                                          | 31 August of each year   |
| 2. | APRO receives project proposals from NSOs by                                                                       | 30 November of each year |
| 2. | APRO reviews those project proposals and follow up with respective NSOs on any queries/ clarification needed by    | 30 January of each year  |
| 4. | APR Scout Committee reviews and recommend selected projects to APR Foundation for approval and release of grant by | 30 March of each year    |
| 5. | APR Foundation Management Committee approved the projects and release the grant by                                 | 30 June of each year     |

*Note: This schedule will be effective from year 2004*

**PROJECT PROPOSAL**  
**For**  
**Asia-Pacific Regional Scout Foundation Grant**

This Project Proposal Form shall be submitted to:

World Scout Bureau/Asia-Pacific Region  
P.O. Box 4050, MCPO 1280  
Makati City Philippines  
Tel No. 632 8171675  
Fax No. 632 8190093  
Email : wsb@apr.scout.org

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1. NSO:
2. Project Title:
3. Brief description of the project:

4. Objectives of the project:

- 4.1
- 4.2
- 4.3

5. Expected Outcome and Impact of the Project

- 5.1
- 5.2
- 5.3

6. Project Location (Street Address & How to Reach):

7. Will the project generate income? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much?	Local Currency	US Dollars
	_____	_____
	_____	_____

*(Please attach periodical Cash Flow Chart)*

8. Total cost of the project, including local contributions:  
(Please ( ) check the box if the request is for grant or interest free Loan )

	Local currency	US Dollars
a. <input type="checkbox"/> Grant / <input type="checkbox"/> Loan Requested	_____	_____
b. Local Contribution	_____	_____
c. Total Project Cost	_____	_____

9. Implementation Schedule:

9.1 Starting date of the Project Preparation:

9.2 Project Launching date:  
(Should be after July 2003 for the current year)

9.3 Project Completion date:

10. Project Manager (For implementation and reporting):

10.1 Name:

10.2 Scouting position:

10.3 Postal Address:

10.4 Tel.:

10.5 Fax.:

10.6 E-mail:

11. Project implementation plan (Assuming that the project will be approved by July 2003 for this current year):

Major Actions	Time Table

12. Detailed Total Cost Estimate:	Local Currency	US Dollars
12.1 Project Design	_____	_____
12.2 Project Administration		
12.3 Professional Fee		
12.4 Supplies		
12.5 Equipments		
12.6 Training		
12.7 Reporting		
12.8 Miscellaneous		
12.9 TOTAL		

(You may add or delete any item as per project requirement)

13. Project Report Submission

13.1 Dates of Reports to be submitted to APR Scout Foundation through WSB/APR office in Manila. (These reports shall be submitted every six months from date of approval of projects. This year it is expected to be July 2003).

- a. First Report: \_\_\_\_\_
- b. Second Report : \_\_\_\_\_
- c. Third Report: \_\_\_\_\_
- d. Project Completion Report: \_\_\_\_\_

On behalf of the National Scout Association, we confirm that, if the project is approved, the NSO will undertake the implementation of the project as described above and agree to submit the reports as stated. Further, we will ensure that the funds will be productively used in the interest of Scouting.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_  
Name in Print

\_\_\_\_\_  
Scouting Position

**FOR APR OFFICE USE ONLY**

	<i>REMARKS</i>
1. Date of Receiving the Proposal _____	
2. Date of Approval/Rejection of the project _____	
3. Date of Notification of Approval/Rejection to NSO's _____	
4. If approved:	
a) Date of Release of Funds _____	
b) Date of Receiving Reports	
- First Report _____	
- Second Report _____	
- Third Report _____	
- Completion Report _____	

AR/sps/lmc 05 Feb'03