AP REGION PROJECT REACH OUT PROJECT
Max grant amount GBP2,500

BACKGROUND

The **AP REGION PROJECT REACH OUT PROJECT** responds to the desire of Asia Pacific Member Organizations (AP MOs) to share skills and knowledge that match the needs of other AP MOs.

It aims to:
1. Strengthen relationships and international offers of AP MOs.
2. Create opportunities for AP MOs to share ideas and support each other.

Projects must involve an exchange programme between two or more MOs in the AP Region that will strengthen the quality of Girl Guiding/Girl Scouting and eventually promote growth of membership in at least one or all of the MOs involved (Project MOs).

OBJECTIVES
Project Reach Out will involve:
1. The sharing of skills, knowledge and expertise to support MOs in delivering their strategic plan or relating to the Asia Pacific Operational Plan.
2. Capacity building for participants from all Project MOs involved.
3. Adult members in the Project MOs with a preference for young women under 30 years.
4. Any level of the Project MOs as determined by the MOs (e.g. national, region, province, state, or other levels).

FUNDING
1. The maximum amount of grant per project is GBP2,500 regardless of the number of MOs.
2. Up to 50% of the grant may be used for travel expenses, administration and/or staff costs, if any.
3. Expenses exceeding the amount of the grant will be the responsibility of the Project MOs.
4. Only four Project grants a year will be awarded.

PROCEDURE
1. Project MOs may submit one project proposal per year to the Asia Pacific Regional (APR) Committee.
2. APR Committee will select not more than four projects each year from the proposals submitted by Project MOs.
3. If a Project MO has already received a grant within the triennium, preference will be given to an MO that has not received a grant.
4. Applications for the grants may be submitted anytime during the year. However, once the quota of 4 projects has been reached, no further grants will be approved for the year and Project MOs will be informed to defer and submit the application the following year.
5. The result of the application will be announced one month after submission.
6. Upon approval of the Project grant application, and after signing and returning the agreement with the AP Region regarding the use of the grants, the grant will be sent to the Project MO designated to receive the grant money in the agreement.
7. All Projects should begin within the next 6 months and be completed within 24 months after the approval date.
8. Upon completion of the Project, Project MOs must submit:
    a. A report describing the project, the outcome and a statement of accounts together with photos.
    b. An article describing the project and the outcome which will be edited and featured in the AP Link News and/or AP website
9. The APR Committee will monitor the progress of projects ensuring that funds are used as agreed by the Project MOs and the APR Committee.

10. The APR Committee may on a case-by-case basis request for an update report prior to the next APR Committee meeting.
11. The Project MOs may be requested to present their Project at the AP Regional Conference.

CRITERIA
1. Reports of past Projects, if applicable, must be submitted before a new grant is given.
2. Each Project will receive funding only once.
3. Project MOs must ensure sustainability of the Project after the grant period by including a plan in the final report about the next phase. The plan should include the use of any equipment purchased for the project.

An application form is available on the website and upon request.

Approved by APR Committee March 2016