**Funding guide for the Development fund**

**Officers involved: Development, Chair, Vice chair, President, Senior VP and Secretary**

**Application deadline: 26/07**

**Initial meeting: 30/07**

**Draft decisions to be circulated to meeting attendees: 2/08**

**Final decisions 26/08**

**In the event of any conflicts of interest, the relevant officer shall recuse themselves from reviewing that regions applications.**

* **Basic Information**: Has the basic information required been completed? *Failure to provide this information will result in an automatic fail.*
* **Project aims**: Could this aim be developed in to a SMART goal? (Specific, measureable, achievable, relevant to the application and over a defined timescale).
* **Project justification**: How well justified is this project? Is it well written and presented in a logical fashion, is the evidence base for the projects necessity clear? Does the section fully explain how and why the project fits in to the development goals for the year? The impacts of the project should be outlined here. *Failure of the club to fill out the BUSA Development Survey will result in an automatic fail.*
* **Project mechanisms**: While projects are often in the planning stages when the applications are put in, the more specific and detailed the plan, the more likely it will be completed and be successful the better. Has the application considered factors such as: boat availability, location, coaches (if necessary), timings (clashing with major events is generally cause for concern), how the project will be advertised, how the project will monitor its impacts (if relevant), is it sustainable (environmentally or financially). Have any potential issues been identified and addressed? Is this project likely to last for more than one year? If so have steps been put in place to ensure that the event could be sustainable over a longer time period.
* **Project costs**: Are these realistic? Do they cover everything necessary for the project to run? Are there appropriate contingencies in place should the project not accrue as much income as expected?
* **Project funding**: Will the project fund itself in a way which won’t result in a large loss? BUSA contributions are vital to be made clear at this stage as anything not requested, will not be granted. Are the projects set in such a way that the contribution for participants is not going to present a barrier to attendance (if relevant).
* **Conclusions**: Are these written in a way which sums up the project? Is there any future direction which might indicate sustainability for the project beyond one year.

Other factors which should be considered: location, caveats and cost to BUSA.

Location: a minimum of one development project per region should ideally be run.

Caveats: if this application fails to address major concerns with the project, can it still be run, but with caveats to the funding which provide BUSA with justification for withdrawing support if these concerns are not addressed? These concerns should be made clear in the outcomes letter, as should the caveats. All projects should return a news item for BUSA and a piece for yachts and yachting if appropriate and relevant.

Cost/ benefits to BUSA and the region: Could more projects across the region be run for a lower contribution to each? And if so, how do you balance the financial contributions to each project? Are there benefits to BUSA as an organisation in addition to university sailing? Well run and innovative projects may be advertising opportunities which may be important for meeting other BUSA goals for the year/ longer term.