**BUSA project bidding document**

**Author:**

**University Sailing club(s) applying:**

**Correspondence email address:**

**Project title:**

**Project aims (maximum 50 words):**

Please provide a short summary of the goals of this project. This should be easily understandable to any university sailor.

**Project justification (maximum 400 words):**

Please provide any justification for your project, specifically the following:

* Why is your project necessary?
* Why is this project more effective at achieving the above aims compared to any alternatives?
* Is this project necessary for its target audience to maximise their potential?

**Project mechanisms (maximum 400 words):**

Please provide details surrounding exactly how this project would work, for instance:

* What are you planning?
* Who will be delivering the project?
* When will this project take place? For how long?
* If you are planning a longer-term project please try to explain how, after an initial provision of funding from BUSA, the project will be financially self-sustaining.
* Where and how will this project take place?
* BUSA development funding is primarily only a financial support, but if you were to talk to the development officer about further requirements, such as promotion or project planning, this may be possible if made clear at the outset
* Any other important information surrounding this project

**Project costs:**

Please provide an estimate of the costs of the project.

**Project funding:**

How will you be meeting these costs? Please include the contribution that you would ideally receive from BUSA if this application is successful.

**Conclusions (maximum 150 words):**

Please summarise the project as a whole.

Please note, if you have not filled out the BUSA Club Development Survey this form will be returned. In this case you will be asked to fill out the survey, which will be reopened for the duration of this application window.

**Guide to Creating a Successful Bid**

Hopefully most of this form is pretty straightforward and self-explanatory, but there are a number of things which will improve your chances of a successful bid.

The project should address one of the focus areas for development for the year. In 2022-2023 academic year, the focus areas are: Participation Improvement, Instructor/Coach/Race Official Development, General Club Support & Development, Female Racing Opportunities, Coached Team Racing Events and Learn to Sail Initiatives. If your project fits in to one of these areas, then it is more likely to be successful than ones which do not.

The maximum that one bid can apply for is £300, unless it spans multiple regions of the UK. Any application for more than the maximum amount or for support other than financial requires a conversation with the BUSA development officer prior to applying. Funds are limited, but alternative funding mechanisms may be possible for larger and more complex projects with higher costs, as are other support mechanisms. Do bear in mind that the affordability of the project will be a factor considered when reviewing your application.

The first round of applications must be submitted prior to 23:59 on 27th November, with a second round being opened in the New Year.

Decisions about the success of projects will be made by the 3rd December.

While the final decision regarding funding success lies with the development officer, the relevant area rep and the senior committee which deal with club development and strategy (Chair, Vice chair, senior VP, Secretary). If your project targets a specific region or area of sailing, then the relevant officer will also be consulted.

If you have any questions about how to fund your project or about filling in this form, then please drop the BUSA development an email on development@busa.co.uk