



BUSA Development Fund 2024/25 – Project Bidding Guide

This document is designed to be a helpful guide to aid you with the submission of your bid. **Please note that this is not the actual bidding document which requires filling in and submitting!**

The maximum sum that one USC can bid can apply for is **£200**, unless the proposed project spans over multiple USCs or BUSA regions. Any application for more than the maximum amount, or for non-financial support, requires discussion with the BUSA Development Officer prior to submitting an application. The Development Fund is limited, but alternative funding mechanisms may be available for larger and more complex projects, as are other non-financial support mechanisms.

Subsequent rounds of the 2024/25 Development Fund may be opened, depending on the number of projects funded in this round.

What to include in your bid

Project aims (maximum 50 words): A summary of the aims of the project. A simple outline which can be understood by any university sailor.

Project justification (maximum 300 words): Why is your project necessary? Why will this project be more effective at achieving your aims compared to an alternative model? Why does your target audience require this project? What would happen without your project?

Project mechanisms (maximum 500 words): How will this project be delivered? Who, what, when, where? The more information you provide the better. Particularly focus on *what* you are planning, *who* will be delivering it, *when* will you deliver it and the *timescale* of the project. Ideally, longer projects should be self-sustaining financially, after an initial cash injection by BUSA, so please indicate how this will occur and what other support you may need.

Project costs: Please provide a budget for all of the anticipated costs involved in your project.

Project funding: How do you intend to fund these costs? Please include the contribution that you will *ideally* receive from BUSA if this application is successful.

Conclusions (maximum 150 words): Please write a high level summary of your project.

Please send completed bids to development@busa.co.uk and secretary@busa.co.uk **by Monday 18th November 2024.**

If you have any questions about filling in this form, or any other development related questions, then please email me on development@busa.co.uk

Good luck with your application!

Matt Shaw
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