|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Name of event / project:** | | | | | |
|  | | | | | |
| 1. **Event date or time frame:** | | | | | |
|  | | | | | |
| 1. **Definition of project:** | | | | | |
| (Provide a clear description of the proposed activity) | | | | | |
| 1. **Target number of participants / target audience** | | | | | |
|  | **No.** |  | **No.** |  | **Name** |
| **Adults** |  | **Girls** |  | **Section / Grouping** |  |
|  | | | | | |
| 1. **Strategic plan goal and objective:** | | | | | |
| (Under which objective will this activity sit (Enquire, Welcome, Stay, Develop, The essentials)? If programme activity, what theme is it? What outcomes do you expect to achieve?) | | | | | |
| 1. **Measure of success:** | | | | | |
| (How will we evaluate the activity and what evidence can we gather to demonstrate achievement of the outcomes above?) | | | | | |
| 1. **Partnerships:** | | | | | |
| (Is the project/event one that we want to do in partnership with another organisation – if so who, and what would be their involvement?) | | | | | |
| 1. **Lead volunteer:** | | | | | |
| (State the name of the proposed lead volunteer/team responsible for the event.) | | | | | |
| 1. **Location:** | | | | | |
| (Where the event will be held and why the location(s) are proposed.) | | | | | |
| 1. **Marketing and promotion:** | | | | | |
| (When does this activity need to be initially promoted to members? ie a date or number of months prior to event/activity) | | | | | |
| 1. **Personnel resources required:** | | | | | |
| (Indicate how many volunteers might be required to plan and deliver this activity and over what period. Also consider if there will be support required from paid staff or staff at Girlguiding Scotland). | | | | | |
| 1. **Financial resources required** | | | | | |
| Please complete the table below providing as much detail as possible in the comment box to indicate the full range of resources required to support the event/activity. | | | | | |

|  |  |  |
| --- | --- | --- |
| **Income** | **£** | **Comment** |
| Adult fee income |  | £x p head |
| Girl fee income |  | £x p head |
| Girlguiding Scotland funding |  | e.g. GGF, CashBack etc. |
| Grant (name source) |  | e.g. NVYOSF |
| **Total income** |  |  |
|  |  |  |
| **Expenditure** |  |  |
| Venue / accommodation |  |  |
| Catering |  |  |
| Travel |  | e.g. participants and volunteers |
| Resources / materials |  | e.g. printed materials, badges & kit |
| Activity costs |  |  |
| Administration |  | e.g. planning meetings, feasibility |
| Visas, 1st aid, insurance |  | International only |
| Other |  |  |
| **Total expenditure** |  |  |

|  |  |
| --- | --- |
| 1. **Any other comments or information?** | |
|  | |
| **Prepared by:** | |
| **Name:** | **Name:** |
| **Name of persons / teams consulted with:** | |
|  | |