GUIDELINES FOR ASIA PACIFIC REGION
PROJECT REACH OUT

(Project funded by the Friends of Asia Pacific WAGGGS)

BACKGROUND

The ***AP Region Project Reach Out*** responds to the desire of Asia Pacific Member Organizations (AP MOs) to share skills and knowledge that match the needs of other AP MOs. Projects must involve an exchange programme between two or more MOs in the AP Region that is in line with the WAGGGS Educational Method, strengthen the quality of Girl Guiding/Girl Scouting experience and impart leadership practice in at least one or all of the MOs involved

GOALS

1. Strengthen organizational capacity of AP MOs in line with the Capacity Building Framework
   (Please see Appendix for CBF Elements).
2. Strengthen relationships and international offers of AP MOs.
3. Create opportunities for AP MOs to share ideas and support each other.

OBJECTIVES

1. To strengthen the capacity building of MOs in delivering their own strategic plan
2. To help the Region deliver its Business Plan
3. To encourage MOs to share skills, knowledge and expertise

FUNDING

1. The maximum amount of grant per project is GBP 3,000.
2. Only the MO who submitted the application would receive the grant regardless of the number of MOs involved in the project and regardless of the number of beneficiaries.
3. Up to 40% of the grant may be used for travel expenses, administration and/or staff costs, if any.
4. Each project will receive funding only once from Project Reach Out. The Member Organization may choose to continue the project through self-funding or alternative funding arrangements.
5. Expenses exceeding the amount of the grant will be the responsibility of the applicant MO and the beneficiary MO/s.
6. Only three Project grants will be awarded per year

CRITERIA

1. Projects should involve at least two MOs, one applicant MO and one beneficiary MO.

2. Projects should contribute to strengthening the organizational capacity of the beneficiary MO in line with one or more elements of the Capacity Building Framework:
    a. Mission and Vision & Values
    b. Strategy and Planning
    c. Governance
    d. Girl Guide and Girl Scout Experience
    e. Adult Leadership Practice
    f. Organisational Management
    g. Finance
    h. Resource Mobilisation
    i. Image and Visibility
    j. Influence
    k. Membership Recruitment and Retention

3. Projects should be examples of a high quality Girl Guiding/Girl Scouting experience with methods that are Relevant, Exciting, Accessible and Learner-Led (REAL).
4. Projects should incorporate the applicable elements of the WAGGGS educational method:
    a. Learning in small groups
    b. Learning by doing
    c. Connecting with others
    d. Connecting with my world
    e. My path, my pace
5. In case the proposed project falls under the ongoing programme of the MO, it must target new beneficiaries to be eligible. Such kind of projects can receive grant from Project Reach Out only once to strengthen and amplify its impacts. Application for the same project, even if it reaches out to new beneficiaries will not be eligible for a second grant.

PROCEDURE
1. Applications for the project must be submitted by 30 June of the preceding year. Only applications that meet the criteria will be considered. Once the quota of three 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.
2. Applicant Member Organizations may submit one project proposal per year to the Asia Pacific Regional (APR) Committee.
3. The APR Committee will select not more than three projects each year from the proposals submitted by the applicant MOs.
4. If a Member Organization has already received a grant within the triennium, preference will be given to a Member Organization that has not received a grant.
5. Applicant MOs can apply for a new project upon completion of the current project and

submission of complete report. MOs may also apply for a different Project Reach Out even during their time as a beneficiary MO.

6. Member Organizations will be notified by the APR Committee within 2 months from the deadline as to whether they have been successful.

7. 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.

8. Member Organizations should submit a complete report using the template provided prior to the APR Committee meeting. A copy of each report will be sent to FAPW Working Group.

9. All Projects should begin within the 3 months of receiving the grant and be completed within 24 months thereafter. A mid-term report must be submitted 12 months after the start date. The final report on the project should be submitted within 2 months after the project's completion. For example, if you receive the grant on 17 December 2019, you need to have started with your project by 17 March 2020. If you started on 17 March 2020, you must submit a mid-term report by 17 March 2021. You need to have completed your Project by 17 March 2022, and you need to submit the final report by 17 May 2022.

10. MOs cannot apply for a new project unless they have submitted a report on their previous project. Furthermore, failure to comply with the deadline of report will have an effect on the MO's applications in the future.

11. The APR Committee, through the Programme Coordinator (Global Programmes Team), will monitor the progress of projects ensuring that funds are used as agreed by the Project MOs and the APR Committee. An evaluation form will be sent to the Member Organizations with specific instructions. It is mandatory for MOs to accomplish such form.

12. The APR Committee may on a case-by-case basis request for an update report prior to the next APR Committee meeting.

12. Upon completion of the project, Member Organizations must submit an article describing the project and the outcome. The article should comply with the requirements of GDPR (General Data Protection and Regulation). It will be edited and featured in WAGGGS communication channels. A guide containing the specifications of the article will be provided for this as well.

14. The Project MOs may be requested to present their Project at the AP Regional Conference.

15. MOs are encouraged to give certificates of participation to participants of the projects and the c certificate template will be provided by the AP Regional Committee.

TIMELINE FOR 2020 PROJECTS

April 15, 2019	Send out guidelines and call for applications
June 30, 2019	Deadline for application

July/August 2019	Committee to discuss and complete approval process of projects for year 2020
August 12-16, 2019	Announce the approved projects during the Regional Conference
Sep/Oct 2019	Process grant letters
Nov/Dec 2019	Arrange transfer of grants to MOs

Note: An application form is available on the website and upon request.
Approved by APR Committee March 2016
Amended 2017, 2019

APPENDIX

Capacity Building Framework- A high-level map that describes a deliberate, systematic approach to association capacity building – including minimum organisational capacity standards for associations; best-practice guidelines for how associations should approach advancing their capacity; details of toolkits and other resources.

Girl Guiding/ Girl Scouting Experience- everything that a young person experiences as a Girl Guide or Girl Scout over the time they are taking part in the youth programme. It's what they do (activities), how they do it (methods) and why they do it (purpose). There are three main areas associations can work on to create a better Girl Guide and Girl Scout experience:
How they design youth learning experiences
How they develop leaders and support them to deliver the experience
How they train trainers as part of the Adult Training, Learning and Development process.

Quality GirlGuiding/ Girl Scouting Experience- A GirlGuiding/ Girl Scouting Experience that is R.E.A.L. (Relevant, Exciting, Accessible and Learner-led).

Organisational Capacity- the critical mass of resources and capabilities required by an organisation to deliver their defined mission. These will be different for each MO. The standards of organizational capacity include an MO's Mission and Vision, Values, Strategy and Planning, Governance, Organisational Management, Finance, Resource Mobilisation, Image and Visibility, Influence, Membership Recruitment and Retention.

Standard- a general development target each Member Organization can aim towards achieving.

Mission and Vision- A mission statement defines what drives an organisation and its reason for being. The vision statement provides strategic direction and describes what the organisation wants to achieve in the future.

Values- The values guide the perspective of the organisation, as well as its actions. They provide frameworks for the way we do things. They relate to how organisations deal with their beliefs about people and work. They define how the organisation expects its members to behave.

Strategy and Planning- A strategy sets out how an organisation will go about achieving its vision and mission. It will generally identify the key thematic areas of work and high level objectives for the organisation. An organisational strategy covers more than one year, usually three to five years. Planning in this context relates to the more detailed – often annual – process of identifying the work required and likely costs of delivering that work.

Governance- the way in which the Member Organisation is governed at the highest level. A constitution and bye-laws set out the governance structure and framework for managing the Member Organisation. The constitution outlines the systems and processes for holding the MO accountable to its members.

Organisational Management- refers to the ability of a Member Organisation to ensure the effective and efficient use of all available resources in order to implement all its key organisational and programmatic functions.

Finance- Finance, as a standard, means that the MO has fit for purpose financial reporting, systems and processes in place that are implemented consistently and reviewed on a regular basis.

Resource Mobilisation- the process by which an organisation secures financial and non-financial resources for purposes of sustainably implementing its mission and fulfilling its purpose of existence.

Image and Visibility- the identity and messages that are portrayed by the Member Organisation when communicating with its internal and external audiences. Image is built through a common visual identity and messaging which showcases the work and purpose of the Member Organisation. Visibility refers to the work carried out by the Member Organisation to engage external audiences so that those outside of the Movement are aware of the MO and understand its work and purpose.

Influence-Influencing decision makers / people at the community, local, national and global levels to make decisions that improve the lives of girls and young women.

Membership Recruitment and Retention- Membership refers to the number and demographic composition of all members (including children, young people, leaders and adult volunteers) within a Member Organisation. An MO's approach to membership should include ways to make sure it is reaching out to all potential members in a society and offering them the opportunity to develop their skills as active citizens of the world. Recruitment refers to the number of new members (including leaders and adult volunteers) joining the Member Organisation (previously referred to as growth). Retention refers to the existing members remaining active in the Member Organisation or wider Movement.

**For more information on the Organisational Capacity, Capacity Building Framework and the Capacity Assessment Tool, please visit https://www.wagggs.org/en/resources/capacity-assessment-tool/. Links to download the glossary and other related resources are provided in the same webpage.