



Distribution Guidelines for Ward Ellis Foundation

Funding Distribution Goals –

- To help remove any financial barrier for scouting opportunities or projects that would typically be beyond the Scout(s) financial means.

Possible funding opportunities –

- Individual fund for Scout(s) for an event that would be otherwise unavailable due to lack of sufficient funding.
- Group fund for a group function that would be otherwise unavailable due to lack of sufficient funding.
- Building fund for a community or Eagle project that would benefit the community and would be otherwise unavailable due to lack of sufficient funding.
- Fund Friends of Scouting donation goal in order to allow Troop to reach national goals.

Funding Requirements –

- All requests must be submitted in writing to Venture/Troop Committee for approval before submitting to Ward Ellis.
 - Scout must be currently registered and actively participating in other Troop/Crew events.
 - Only one event/project may be applied for per application.
 - Funding will only be partial – applicant must provide partial funding and must pursue other methods of funding first (i.e.: personal investment, scout account, fundraisers, gifts, donations, troop, etc.). Generally, funding will not exceed 50%.
 - Building projects must be outlined in writing with description of project, action plan, project plans, date of project, list of other funding sources solicited, and a presentation to board/committee for approval.
 - All funding must have a summary report submitted after the completion of event/project.
 - All reports on the projects financed have to be submitted to the WEF not later than 6 months after the funds have been received.
 - Please provide copies of any relevant documents, or photographs, that will help explain your report more fully, and serve as support for other projects (i.e. receipts, spending summary/report, etc.)
 - Ward Ellis Foundation reserves the right to use any documents/photos in future promotional materials/presentations.
 - Application must be submitted in writing including:
 - Amount of financial contribution towards event by Applicant – must be typically 50% of event cost
 - Detailed description of event/project – including:
 - Participants if known
 - Budget estimates
 - Plans/Drawings if required
 - List of resources solicited for contributions
 - Presentation by requestor may be required
 - No more than 2 events per scout per year may be distributed.
 - Submitting a funding request does not mean that your project will be financed automatically.
 - All applicants will receive a written notification of all funds awarded. If an event is cancelled, all funds must be returned within ten (30) days.
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- Application will be reviewed by Board
 - Decision will be made at **following** Board meeting.
 - Monies will be deposited in Troop / Venture Crew account for distribution.



Ward Ellis Funding Application

I. GENERAL INFORMATION

Scout/Group Name _____ Contact _____

() Venture Crew () Troop Phone _____ Email _____

II. ASSISTANCE REQUESTED: Please see Distribution Guidelines for information on availability of funds and request procedures.

Requesting funds for _____ Date needed by: _____ Total Cost:\$ _____
(Name and date of event/project)

Please use back of form for description of event/project

BUDGET:

Scout Account Funding: \$ _____

Other Outside Funding: \$ _____

Amount of Parent Support: \$ _____

Amount of Troop Support: \$ _____

Total Amount Requested: \$ _____

Has applicant(s) attended other Troop/Crew program events () Yes () No

If yes, name and date of event. _____

Did applicant(s) participate in other Troop/Crew fundraisers? () Yes () No

If answering "No" to either, why not? _____

Has applicant(s) received financial assistance from WEF in the past? () Yes () No

If yes, when, why, and for what amount? _____

III. MISCELLANEOUS: Applicant(s) will not be processed unless the form is completed in full.

All information will be held in strict confidentiality.

IV. TROOP/CREW COMMITTEE APPROVAL: Must be approved before submitting to WEF.

Committee/Crew Chair signature: _____ Date: _____

V. PARENT/GUARDIAN SIGNATURE: For individual scout funding requests.

This form has been completed accurately to the best of my knowledge.

Signature of Parent/Guardian: _____ Date : _____

VI. WARD ELLIS FOUNDATION APPROVAL: Must be approved by WEF Board members & signed by two acting board members.

Signature of Board member #1: _____ Title: _____ Date : _____

Signature of Board member #2: _____ Title: _____ Date : _____

