



ASIA PACIFIC REGION
WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS

**GUIDELINES FOR ASIA PACIFIC REGION
PROJECT REACH OUT**
(Project funded by the Friends of Asia Pacific
WAGGGS)

BACKGROUND

Since 1999, Friends of Asia Pacific WAGGGS (FAPW) has gained enormous support from countries all over the world. FAPW works to raise funds for the development of Girl Guiding and Girl Scouting in the Asia Pacific Region.

The AP Region Project Reach Out responds to the needs of the Asia Pacific Member Organisations (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 practice Leadership Model in at least one or all of the MOs involved.

GOALS

1. Strengthen organisational capacity of AP MOs in line with the Capacity Building Framework.
2. Strengthen relationships and international offers of AP MOs.
3. Create opportunities for AP MOs to share ideas, collaborate 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 Action Plan.
3. To encourage MOs to share skills, knowledge and expertise.
4. To support MOs to collaborate and connect with other MOs.

FUNDING

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

CRITERIA

1. Projects should involve two or more MOs, or at least one applicant MO and one beneficiary MO.
2. Projects should contribute to strengthening the organisational capacity of the beneficiary MO in line with one or more elements of the Capacity Building Framework:
 - Organisational Identity
 - Organisational Structure and Management
 - Adults in Girl Guiding and Girl Scouting
 - Young People in Girl Guiding and Girl Scouting
 - Safe Space for all
3. Projects should follow the WAGGGS Educational Method and be examples of a high-quality Girl Guiding/Girl Scouting Experience that are Relevant, Exciting, Accessible and Learner-Led (REAL).
4. Projects should ensure that the participants develop and imbibe the WAGGGS Leadership Model.

PROCEDURE

1. Applications for the project must be submitted by 31 August 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 MOs will be informed to defer and submit the application the following year.
2. The APR Committee will select not more than three projects each year from the proposals submitted.
3. If a Member Organisation has already received a grant within the triennium, preference will be given to a Member Organisation that has not received a grant.
4. MO may choose to apply for a Project 3L grant OR Project Reach Out grant but not both grants in the same year.
5. Applicant MOs can apply for a new project upon completion of the current project and submission of the final report. MOs may also apply for a different Project Reach Out grant even during their time as a beneficiary MO.
6. Member Organisations will be notified by the APR Committee within 3 months of the deadline on the final decision made regarding the proposal submitted by the MOs.
7. Upon approval of the Project grant application and returning the signed agreement with the AP Region regarding the use of the grants, the grant will be sent only to the Applicant MO who has applied and is therefore the designated MO to receive the grant money in accordance with the agreement.
8. Within 2 months of completion of the project, Member Organisations must submit a final report using the template provided by the APR Committee. A copy of each report will be sent to the FAPW Working Group.
9. All Projects should begin within 3 months of receiving the grant and thereafter should be completed within 24 months. A mid-term report must be submitted 12 months after the start date. The final report on the project must be submitted within 2 months after the project's completion.

For example, if you receive the grant on 17 December 2024, you need to have started your project by 17 March 2025. If you started on 17 March 2025, you must submit a mid-term report by 17 March 2026. You need to have completed your Project by 17 March 2027, and submit the final report by 17 May 2027.

10. Member Organisations must complete the budget (included in the application form) while applying for the grant showing the breakdown for anticipated expenditures. A final report showing the breakdown for expenditures of the allotted grant as per actual expenditure should be submitted along with the project report. The format for the same will be provided.
11. 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 reporting may bar the MOs from applying for other WAGGGS and FAPW grants in the future.
12. The APR Committee will monitor the progress of the project, ensuring that funds are used in accordance with the Project Reach Out Grant agreement between Member Organisation and APR Committee. A template for a midterm progress report and the final report will be sent to the Member Organisations. It is mandatory for MOs complete these reports and submit before deadlines in accordance with the Project Reach Out Grant Agreement.
13. Upon completion of the project, all Member Organisations that were involved in the project must collectively 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 on WAGGGS communication channels. A guide containing the specifications of the article will be provided for this as well.
14. The recipients of the Project Reach Out Grant may be requested to present the Project at future AP Regional Conference(s) and FAPW events.
15. MOs are encouraged to give certificates of participation to participants of the project and the certificate template will be provided by the AP Regional Committee.

TIMELINE

Jan – Aug	Call for applications (send out Guidelines and Application Form)
31 August	Deadline for applications
Sep	Asia Pacific Regional Committee approval via e-mail
Sept – Oct	Announce the approved projects, process grant letters (send out the project reporting template)
Nov – Dec	Arrange transfer of grants to MOs
Jan – Dec (Following Year)	MO implements the Project
Jan (after completing one year)	MO Submits the Mid-term Project report to the Asia Pacific Regional Committee
Jan-Feb (2 years after project implementation)	Final reporting and closing

Guidelines First Approved: 2016
 Revised and Approved: 2023