

## **Draft SE policy on branches requesting funding from the Region.**

### Background

Since its formation in January 2007 the SE region has received funding for the region from HQ on an annual basis. This funding is used to fulfil the work programme and other commitments set out in the SE region business plan. However the region is committed to helping its members and recognises that local projects/events run by branches serve members well. Therefore the region wishes to set out how branches can access regional funding for local projects to ensure that members needs are met in the best way possible.

This policy sets out how branches may access funding from the region for help with particular projects or events. The SE management board would like the process to be as transparent as possible to ensure it can show how funds are being spent.

It should be noted that, in accordance with its status as a charity the CIEH (including regions and branches), should not hold large reserves of funds. These local reserves should be the first call before additional funds are sought, the Region cannot give branches funds where reserves are held by branches.

### Policy

A *short* proposal should be submitted to the Regional Management Board, via the executive officer, which outlines the proposals. Information which it would be useful to include in a bid would include:

- The amount requested.
- An outline of the proposal or project
- How the project will benefit the membership regionally (e.g. through the sharing of best practice more widely etc)
- Any other information pertinent to the bid.

The SERMB will consider proposals, in the light of current SE region funds, at the next appropriate SERMB meeting. If possible a representative of the branch, or someone familiar with the proposal, should join the SERMB to take part in discussions.

This policy is not intended to be exclusive. If branches have a project which would benefit from funding the region would encourage them to make enquiries of the executive officer.

Examples of projects where funds have been allocated:

- Money to the Berkshire branch to help them set up. i.e. to underwrite a number of courses and training events to start up.