**Reference** **Proposer: Date of Application:**

**Title: Date Decision Needed:**

**Background** *(Reasons for the proposal, expected benefits for members, what “gap” is being filled, impact if activity is not approved?)*

**Description** *(What is being proposed, including activity plan; use / restriction on use of club equipment; support from membership?)*

**Risks / Downsides / Liability** *(e.g. damage to equipment, injury to members, insurance cover, plans to mitigate. Please attach any written risk assessments)*

**Alternative Options**

**Costs**

**Funding** *(Amount to be paid by club/grant aid/ amount to be recovered by membership – how member contributions will be collected)*

**Approval:** **Date:**

**Evaluation:** *(On project completion)*