

Weybridge Society: process and criteria for internally managed projects

1. Purpose

- To further achievement of the Society's objects by the completion of supporting and aligned projects.

2. Assessment of funds available for project awards

- The Executive Committee will carry out a budgeting exercise annually covering forecast operating costs and own projects funding, together with reserve holdings
- This will establish the available budget for internally managed projects.

3. Identification and submission of potential projects

- Projects may be proposed for Executive Committee consideration by any member of the Society
- Where the proposer is not a member of the Executive Committee, he/she must secure the support of a project champion who is.
- The Executive Committee may, at its discretion, require proposers to make their proposals in person
- Proposals must include:- clear deliverable goals, a timetable showing what will be achieved at each stage, identification of the necessary resources (including people, money, technology, publicity etc) and how these will be accessed, and a comprehensive risk assessment.

4. Award Assessment Criteria

Evaluation of requests will be carried out against the following:

- Alignment with the Weybridge Society's Objects
- Impact on Weybridge
- Likelihood of objective being achieved
- Apolitical nature of the activity
- Non-commercial nature of the activity
- Reputational or financial risk to the Society.
- Future maintenance implications

5. Monitoring project progress

- Following an award, recipients of funds or their champions, will provide bi-monthly updates to the Executive Committee on project progress
- Following completion of a project, a post implementation review must be carried out. This will assess success against the original objectives and include a summary of lessons learned. It will be presented to Executive Committee by the applicant or by the champion.