BOY SCOUT TROOP 5
Wilmette, Illinois

TO: Eagle Scout Candidates

FROM: Jeffrey E. Kuehl Eagle Project Fund

DATE: (Revised) November 25, 2018

RE: Applying for Grants from the Jeffrey E. Kuehl Eagle Project Fund

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This memorandum sets forth the process by which a Troop 5 Eagle Scout candidate (the "candidate") may apply to the Jeffrey E. Kuehl Eagle Project Fund (the "Fund") for a grant to assist in the completion of his Eagle Scout Leadership Service Project.

Process. In order to apply for a grant from the Fund, a candidate needs to take the following steps:

a.   Once the candidate has approval from the Scoutmaster of his proposal, the candidate may apply to the Fund for a grant (by sending an email to the Chair of the Fund, who is indicated on the last page).

b.   A candidate may also apply for a grant to reimburse costs already incurred (if, for example, a meeting with the Fund cannot be scheduled until after the candidate has expended money or after he has completed his project).

c.   At least 24 hours prior to making his presentation, the candidate needs to deliver to the Board the materials described below in "Materials to be Submitted."

d.   At a mutually convenient time, the candidate will make an in-person presentation to members of the Board. The Board will use it best efforts to schedule this presentation within a week of receipt of a request from the candidate. The contents of this presentation are described below in "In-Person Presentation."

e.   The Board can make a grant of up to $750 per project, subject to the matters specified below under "Considerations in Making Grants."

Materials to be Submitted. The candidate should provide the following materials in connection with his presentation (by email to the Board member addresses specified below):

a.   A letter addressed to the Chair of the Fund or to all Board members, summarizing the candidate's project and specifying the amount (or range) of funding that the candidate is seeking from the Fund.

b.   A copy of the candidate's complete project proposal, as approved by the Parent Committee (or by the District, if District approval has been received).

In-Person Presentation. The candidate must make an in-person presentation to the Board to request a grant for his project. The candidate, in his presentation, should:

a.   summarize his proposed project: the project, the beneficiary, and the process for accomplishing the project;

b.   discuss the budget for the project, including any other donors solicited and the other sources of funds obtained by, or expected to be obtained by, the candidate;

c.   make a request for a grant from the Fund; and

d.   to the best of his ability, answer the questions posed by the Board.

Considerations in Making Grants. The Board of the Fund will utilize the following guidelines in making grants to a candidate (any of which the Board may, in its discretion, waive):

a.   The Fund will not provide more than $750 for an Eagle project.

b.   The Board may provide less funding than the candidate requests.

c.   The Fund has limited resources. Depending on the Fund's level of assets and the number of Eagle candidates requesting (or expected to request) funding, the Fund may have significant limitations in its ability to fund grant requests.

Contact Information for Board Members

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