



Citizen Project Requirements

Before applying to take part in the Citizen Project, please read the project requirements below:

- 1 The project is open to students between 11 – 16 years olds to run a community project or a social enterprise (a mini-business with social objectives whose profits will be re-invested in the community).

The project funds must be used to deliver Citizenship and Enterprise education within a specific year group, a special class or the school council.

- 2 Successful bids will demonstrate an element of growth potential and longevity. Ideally each project should show the potential to self fund in the future or develop new projects.

Funds will be paid into a school account by cheque. These funds are subject to project approval at the bid stage. Each subsequent stage of funding is dependant on a full progress report and accounts summary.

The Citizen Project reserves the right to withhold payment in the case where project objectives are not being met.

A hard copy of accounts and receipts should be kept and submitted at the end of the project.

The Citizen Project reserves the right to withdraw funding where it feels the principles and objectives of the Citizen Project are being undermined.

- 3 Each school must register via our website and submit a formal project bid including the following information using our online format.

- **Your Project idea** - Who will benefit from the project and why?
- **Your Team** - How will you elect a team, delegate responsibilities and manage the project?
- **Your Project plan in brief** - Set goals, a time scale and final objective
- **Business plan** - Produce a simple financial plan with your projected funding requirements.
- **Project evaluation** - Evidence of how your project will be evaluated.
- **Benefits to you** - Evidence of how you will benefit from the experience
- **How will you use offered facilities** - Examples of how you aim to use the website facilities and what other facilities you would like available to you

Each student is required to create a personal student record and submit the following sections completed: My Skills and The End evaluation.

- 4 From the date that funds are first issued, schools will have 1 year to achieve their outlined project objectives.

Schools that fail to make a formal project bid after making an initial registration will be deleted from the website after 1 year and will need to re apply.

- 5 To qualify for the **ASDAN** 'Active Citizen Award' an estimated 60 hours of student participation time is required and your school must be registered with ASDAN. For more information please read our section on ASDAN awards or visit www.asdan.co.uk