

<i>Size of budget</i>	£0 - £5,000
<i>Authorisation Required</i>	Networks and Volunteering Manager
<i>What will we need to see?</i>	<ul style="list-style-type: none"> <li>• Work with your Network Coordinator to put together a project plan using <a href="#">the project planning template</a>. It will need to have <ul style="list-style-type: none"> <li>○ an itemised budget</li> <li>○ a timescale</li> <li>○ a clear description of the planned activity</li> </ul> </li> <li>• A record of a Group committee vote held at a face to face or virtual meeting</li> <li>• Supporting documents from third parties (typically quotes or plans)</li> </ul>
<i>Timescale</i>	Once we have all the necessary information, we will be able to make a decision within <b>one week</b> and start setting up the online JustGiving platform, etc.

<i>Size of budget</i>	£5,000 - £25,000
<i>Authorisation Required</i>	Senior Leadership Group
<i>What will we need to see?</i>	<ul style="list-style-type: none"> <li>• Work with your Network Coordinator to put together a project plan using <a href="#">the project planning template</a>. It will need to have <ul style="list-style-type: none"> <li>○ an itemised budget</li> <li>○ a timescale</li> <li>○ a clear description of the planned activity</li> </ul> </li> <li>• A record of a Group committee vote held at a face to face or virtual meeting</li> <li>• Supporting documents from third parties (typically quotes or plans)At this level of expenditure a contract may well be needed too; to avoid delays, please raise this with us early in the process</li> </ul>
<i>Timescale</i>	Once we have all the necessary information, we will be able to make a decision within <b>two weeks</b> and start setting up the online JustGiving platform, etc.

<i>Size of budget</i>	£25,000 +
<i>Authorisation Required</i>	Board of Trustees
<i>What will we need to see?</i>	<ul style="list-style-type: none"> <li>• Work with your Network Coordinator to put together a project plan using <a href="#">the project planning template</a>. It will need to have</li> </ul>

- an itemised budget
- a timescale
- a clear description of the planned activity
- A record of a Group committee vote held at a face to face or virtual meeting
- Supporting documents from third parties (typically quotes or plans)At this level of expenditure a contract may well be needed too; to avoid delays, please raise this with us early in the process

*Timescale*

The board will consider proposals on a **quarterly** basis, and we will publish the timetable for this. We will need time to work with you on the proposal before it goes to the board.

N.B. Slightly altered governance structure in Scotland is not reflected in this table