



**SCOUTS BSA TROOP 5**  
Wilmette, Illinois

**TO:** Eagle Scout Candidates  
**FROM:** Jeffrey E. Kuehl Eagle Project Fund  
**DATE:** April 10, 2020  
**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 board (the “Board”) of the Jeffrey E. Kuehl Eagle Project Fund (the “Fund”) for a grant to assist in the completion of the candidate’s Eagle Scout Leadership Service Project.<sup>1</sup>

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 candidate’s Scoutmaster of his or her Project Proposal, the candidate may send an email to the Chair of the Fund, indicating the candidate’s desire to apply for a grant from the Fund.
- 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 has completed the project).
- c. At least 24 hours prior to making a presentation to the Fund’s board, 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 a 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.”

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<sup>1</sup> The names and contact information for applicable adults are indicated on the Eagle Contact List that the candidate will have received at the commencement of the candidate’s work on a Proposal.

- 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 email the following materials in connection with the presentation to the Board members:

- 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).

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

- a. summarize the proposed project: the nature of 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 the candidate’s 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.