

# Development Requests Procedures

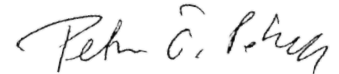
The World Baseball Softball Confederation Europe, through its Development Commission, aims to oversee the support for all National Federations, particularly those with the greatest needs, to grow our sports in Europe.

Only National Federations can request support.

To ask for financial support for the development of baseball, softball or baseball5 from the World Baseball and Softball Confederation Europe (WBSC Europe), you can follow the procedure outlined below:

1. **Determine Funding Objectives:** Clearly define the specific objectives and goals for which you seek financial support. This could include initiatives such as coaching programs, grassroots initiatives, player development, or any other relevant projects for developing baseball, softball, and baseball5 in your country.
2. **Prepare a Proposal:** Develop a comprehensive proposal outlining your project or initiative. The proposal should clearly describe the project, its goals, expected outcomes, and a detailed budget. Emphasize the potential impact and benefits of the project on the development of baseball and softball in Europe.
3. **Contact WBSC Europe:** If you have any questions you can reach out to the WBSC Europe Development Commission through email: [development@wbsceurope.org](mailto:development@wbsceurope.org).
4. **Submit the Proposal:** Complete the application form, ensuring that all required information is provided accurately and comprehensively. Attach supporting documents, including your proposal, budget, and any other relevant materials requested by WBSC Europe. Double-check that you have met all the submission requirements.
5. **Timeline:**
  - a. **Application Deadline** - The deadline to submit funding requests for this part of the development projects is September 15, 2023.
  - b. **Response and Approval** - Applicants will receive a response regarding their funding request no later than October 15, 2023.
  - c. **Funding Duration** - Approved funds can be utilized for the end of 2023 and the entire year of 2024.
  - d. **Budget Allocation** – The Development Commission will provide 80% of the approved budget for the project. Applicants are required to invest at least 20% of the budget from their own resources.
  - e. **Payment Schedule** - The initial payment of 80% of the approved budget will be disbursed prior to the start of the project. The remaining 20% will be paid upon submission of proof of project completion (e.g., photos, bills, receipts) as specified in the project plan.
  - f. **Project Documentation** - Applicants must maintain proper documentation of expenses incurred during the project, including invoices, receipts, and any other relevant supporting documents.
  - g. **Fund Utilization** - The approved funds should be utilized strictly for the designated development project as outlined in the funding request. Any deviations or changes to the project plan must be communicated and approved by the Development Commission in advance.
6. **Funding Agreement and Reporting:** Applicants are required to submit a comprehensive report on the project's progress, outcomes, and financial reconciliation no later than 30 days after the project's completion. The report should include details such as project achievements, challenges faced, and lessons learned.

Should you have any questions or require further clarification, do not hesitate to contact the Development Commission. We look forward to supporting your development initiatives and witnessing the positive impact they bring to our organization.



**Petra Čizmić Pokrajac**

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