



FACT SHEET

GRANTS FOR GROUPS

Grants are an extremely valuable source of funding for Scout Groups.

Grant programs are run by all levels of government (local, state and federal), business (eg. ANZ, NAB, RACV, Bendigo Bank) and Philanthropic Trusts and Foundations. Government and business grants are the most relevant to Scout Groups.

Scouts Victoria has prepared this Fact Sheet to outline the opportunities that exist, the legalities and information that applies plus the processes involved – from the grant application to final acquittal for successful funding.

Essential information – MUST READ

- Scouts Victoria is the legal entity and registered not-for-profit organisation with tax Deductible Gift Recipient status (DGR) attached to our ABN, not individual Scout Groups.
- For successful grant funding, the funding bodies require tax invoices directly from Scouts Victoria in recognition of our formal registrations and tax status; and also require Funding Agreements to be signed by the legal entity, Scouts Victoria.
- Therefore all grant applications by Groups/Formations must be endorsed/auspiced by Scouts Victoria in the first instance and any successful funding must be deposited in to the Scouts Victoria bank account after which it is made available to the group (so it can be receipted).
- Please note if the purpose of the funding is to contribute towards the cost of internal or external works to the Scout hall site, prior Property Committee approval may be required before submitting the grant. Please contact property department at property@scoutsvictoria.com.au to discuss and obtain assistance. Works such as painting and minor repairs would not generally require prior approval.

Finding and applying for Grants:

The advertising of Grant opportunities to Groups	The Fundraising Team at Scouts Victoria advertises Grant Programs which are relevant to most Groups via the weekly enews Be Informed. For any enquiries or assistance in relation to Grants please contact the team via grants.manager@scoutsvictoria.com.au
Process if grant opportunity is advertised in Be Informed	Follow process as detailed in Be Informed. This process will have been formulated through discussions between Scouts Victoria and the funding body and will include details on how to submit ie directly to funding body or to Scouts Victoria.
Process for local government grants councils, shires etc.	For local council/shire grants, Scouts Victoria allows (and encourages) groups to complete and submit applications direct subject to checking whether any prior Property Committee approval is required where works to the Scout hall is involved. Please use the legal name of the organisation and our ABN as per the exact details provided in this Fact Sheet and please send a copy of the completed application via email to grants.manager@scoutsvictoria.com.au .

	In addition, often a Letter of Support will be required by the funding body from Scouts Victoria as the auspicing organisation to the Group. This can be arranged by contacting the team via the email address above.
Process for other grant opportunities as sourced by Groups.	Contact the Fundraising Team at Scouts Victoria to discuss via grants.manager@viscouts.asn.au or 03 8543 9809. If the opportunity is relevant to the broader membership/Groups, a process will be established by Scouts Victoria with the funding body.
Grant Guidelines and Funding Agreements	Before any grant application is started and before it is submitted, Groups are responsible for reviewing, understanding and agreeing to the details of the grant guidelines and if available in advance, the Funding Agreement which will be formally issued by the funding body to successful grant funding recipients. Failure to follow the funding agreement can result in the funding being withdrawn.
Completed copy to	Please send a copy of your completed grant application to grants.manager@scoutsvictoria.com.au

Information frequently required for completing Grants:

Name of Legal Entity:	The Scout Association of Australia, Victorian Branch
ABN Number:	39662387026
Authorizing the Grant	This should be Jon McGregor – Please email the application to grants.manager@scoutsvictoria.com.au for the grant to be authorised.
Incorporation Status:	Incorporated by the Royal Charter 1912 and by an Act of Victorian Parliament being The Boy Scouts Association Act No. 4092 of 1932 as amended by Scout Association Act No. 9878 of 1983.
Charity Status:	The Scout Association of Australia Victorian Branch is a registered charity with the Australian Charities and Not-For-Profit Commission (ACNC)
DGR Status:	Deductible Gift Recipient 1
Australian and New Zealand Standard Industrial Classification (ANZSIC)	P – Education and Training 8219 – Adult, Community and other Education n.e.c
Tax status:	Tax Concession Charity
Website	www.scoutsvictoria.com.au
Bank Account Details	BSB: 083-355 Account number: 51-556-4710 Account name: Scout Association of Australia Victorian Branch
Brief Description of what our organisation does:	With more than 18,000 Youth Members and 6,000 Adult Volunteers, Scouts Victoria provides an adventurous, challenging and fun program to young people which teaches life skills, leadership and community participation. This in turn enables them to play a constructive role in society as responsible members of both their local and international communities. Scouts are in every part of our community and we are the biggest and most successful youth organisations in Australia and in the World.
Property	Any Grants over \$15,000 requires a completed Application for Approval of Building Works (Form P2). If you have any property queries, please email property@scoutsvictoria.com.au

Supporting documentation sometimes required	<ul style="list-style-type: none"> • Accessible here: <ul style="list-style-type: none"> • Scouts Victoria - ACNC Charity Register Summary • Scouts Victoria - ABN Look up with tax concession and DGR status details. • Scouts Victoria - Letter of Incorporation. • Scouts Victoria - Financial Statements • Scouts Victoria - Scouts Victoria Constitution • Scouts Victoria - Annual Reports • Letter of Support from Scouts Victoria (Auspice Letter) - available on request to grants.manager@scoutsvictoria.com.au • Confirmation of Insurance (Certificate of Placement) i.e. Public Liability
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Process for successful grants:

Funding agreement	In the event of a successful grant application outcome, as Scouts Victoria is the legal entity, the Funding Agreement will need to be drawn up between the funding body and Scouts Victoria and as such signed by Scouts Victoria, not a Group representative. We will forward a final and signed copy of the Funding Agreement to the Group which needs to be carefully read and understood before the Group commences the project. Failure to follow the funding agreement could result in the funding being withdrawn.
Record keeping, photographs	Most funding bodies have strict requirements as included in the Funding Agreement. Most of these are the direct responsibility of the successful Group. These can include keeping receipts for X amount of time, spending money by a certain date, sending photographs at certain stages and so on.
Incoming funds and tax invoices	Successful grant funding must be deposited in to the Scout Victoria bank account in the first instance so a tax invoice can be issued to the funding body under the Scouts Victoria ABN. See bank account details above.
Expending funds	Once the funds are deposited into the Scouts Victoria bank account and the tax invoice is issued to the funding body, the amount is then available for the Group/Formation to spend the funding as per the funding agreement. This is done via the Accounts Team at Scouts Victoria through the following options: <ol style="list-style-type: none"> 1. Provide a copy of the invoice to the account team for payment in advance to the supplier. 2. Provide a copy of the receipt for purchases made for reimbursement to the Group's bank account. The Accounts Team will record each expense in the accounting software Xero so a balance can be obtained at any time. All enquiries pertaining to funds to be directed to accounts@scoutsvictoria.com.au
Project Timeline	Add dates as to when you expect the project to start and finish. Ensure that you check the Grant Guidelines to confirm that they comply with these guidelines. If you require further time to complete the project you will need to advise the Funding Corp in writing.
Acquittals	Most funding bodies also have acquittal requirements often in the form of a Final Report (and/or progress reports) outlining benefits/outcomes to youth from funding and sometimes photographs. The acquittal process including any final reports are the responsibility of the Group.

EXAMPLE GRANT OPPORTUNITY AS ADVERTISED IN BE INFORMED

Funding body: Commonwealth Bank

Grant type: Staff Community Fund – Community Grants 2016

Amount: Up to \$10,000

Due date: 5pm 28 March 2017

Eligibility: Organisation' must run, manage, conduct or implement programs that supports children and youth up to the age of 21 years-old in Australia

Outcome: July 2016

Website:

<https://www.commbank.com.au/about-us/who-we-are/in-the-community/community-grants.html>

So the process from here...

1. Read and ensure the application will meet the Grant Guidelines on the website:
<https://www.commbank.com.au/content/dam/commbank/about-us/in-the-community/docs/2016-community-grants-guidelines.pdf>
2. Complete and submit the application online:
<https://cba.dipolarhosting.net/CommunityGrants/communitygrant.aspx>
 - a. Including the following for Section 1: Application details...
 - ABN/ACN: 39662387026
 - Full name: Group rep
 - Email address: Group email
 - Organisation name: Group name ie 1st Waverley Scout Group
 - Does your trading name differ from the organisation name linked to your ABN? YES
 - What is your trading name: The Scout Association of Australia Victorian Branch
 - Are you applying under the auspices of another organisation: YES
 - All else: Group details
3. Forward a copy of completed application / confirmation of application submitted from CBA via email to grants.manager@vicscouts.asn.au

For successful applications

- CBA to advise Group of outcome (July 2017)
- Group to advise Scouts Victoria and nominate Scouts Victoria bank account for deposit of funds from CBA (this is a strict requirement of CBA)
 - Account name Scout Association of Australia Victorian Branch
 - Name of bank NAB
 - BSB Number 083355
 - Account Number 515564710
- The grant payment will be made by 1 November 2016
- After the funds are deposited in to the Scouts Victoria bank account they will be managed via the Finance Team and allocated to the group accordingly
- Scouts Victoria will issue the CBA a tax-deductible invoice as required
- Local media/promotion may be organised by CBA and/or group
- The project must be completed within 12 months of receiving the funds

Where to find Grants -

Your Local Council	
Bendigo Bank	https://www.communityenterprisefoundation.com.au/
Freemasons	https://freemasonsfoundation.smartygrants.com.au/
Harcourts Foundation	https://harcourtsfoundation.org/australia/application-process/
South East Water	https://southeastwater.com.au/NewsEvents/Pages/HydrationStation.aspx
RACV	https://www.racv.com.au/about-racv/our-business/community-involvement/community-foundation.html#2020grant
Telstra Kids (employee's apply)	https://telstrakidsfund.com/
Crime Prevention	https://www.crimeprevention.vic.gov.au/grants
Shade Grants	https://www2.health.vic.gov.au/public-health/preventive-health/skin-cancer-prevention
Landcare	https://landcareaustralia.org.au/junior-landcare/grants/
Sports and Recreation	https://sport.vic.gov.au/
Australian Government	https://www.communitygrants.gov.au/grants
Public Record Office Vic	https://prov.vic.gov.au/community/grants-and-awards
Satterley Arcadia Community Grants Program	https://satterley.com.au/arcadia-estate/community-grants
Metro Trains Community	https://www.metrotrains.com.au/metro-cares/
Lord Mayor's Charitable Foundation	https://www.lmcf.org.au/apply-grant
Westfield Local Heroes	https://www.westfield.com.au/local-heroes
Australia Post	https://auspost.com.au/about-us/corporate-responsibility/our-community/local-support/community-grants-program
VicHealth	https://www.vichealth.vic.gov.au/search?q=grants& =
Dreams for a better world	https://dreamsforabetterworld.com.au/apply
Tobin Brothers	https://tobinbrothersfoundation.com.au/182/Apply-for-a-Grant.html