

For assistance and advice on completing this form please contact the Scouts Victoria Property Team on 8543 9800 or email property@scoutsvictoria.com.au

Group & Applicant's Details

Group/Formation Name :	
District:	Region:
Building Name & Property No:	
Street Address:	
Name:	Phone:
Position/Role in Group:	
E-mail:	
Group contact who will assist with managing the project in conjunction with Scouts VIC property	
Name:	
E-mail:	Phone:

Proposed Works

Brief description (note - priority must be given to addressing any outstanding essential safety measures):	
Scope agreed with Scouts Vic building supervisor – copy attached: Yes No	Quotes attached: Yes No
Drawing/sketches attached: Yes No	Description/photos of existing building attached: Yes No
Estimated cost:	Including contingency allowance of:
Group contribution:	Local Government: Other external:
Scouts VIC grant:	Scouts VIC loan:
Term of loan:	Total funding:
In-kind donations of materials or labour not included above?: Yes No	Approximate value:

Supporting Info

Current youth numbers data attached: Yes No	ESM report attached: Yes No
Last three years financial reports attached: Yes No	Current and next year budgets attached: Yes No
Hall maintenance plans and budgets attached, current and next three years: Yes No	
Details of community groups using the hall, and plans to increase such use attached: Yes No	



Signatures

Name	Signature	Date
Group Leader:		
District Commissioner:		
Region Commissioner:		

For Use Of Property Management Subcommittee

Works authorised as applied for: Yes No		Subcommittee meeting date:
Funding Approval		
Group contribution:	Local Government:	Other external:
Scout Vic grant:	Scout VIC loan:	
Term of Loan:	Total funding:	
Comments and any special conditions:		
Signature - Chairman Property Management Subcommittee:		