Secure Funding with Ease

Grants for Groups

Scouts
VICTORIA

Guide

Grants for Groups

Grants are a valuable source of funding for Scout Groups and formations, offering low-effort, high-impact income opportunities. They can support a wide range of projects, including property works, equipment, training, programs, and more.

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

The guide is broken into four key sections: grants overview, finding grants, applying for grants, and managing successful grants. Grants overview contains two flowcharts taking you through every step of a grant application. Each numbered step is then explained fully throughout the guide, along with some helpful advice along the way.

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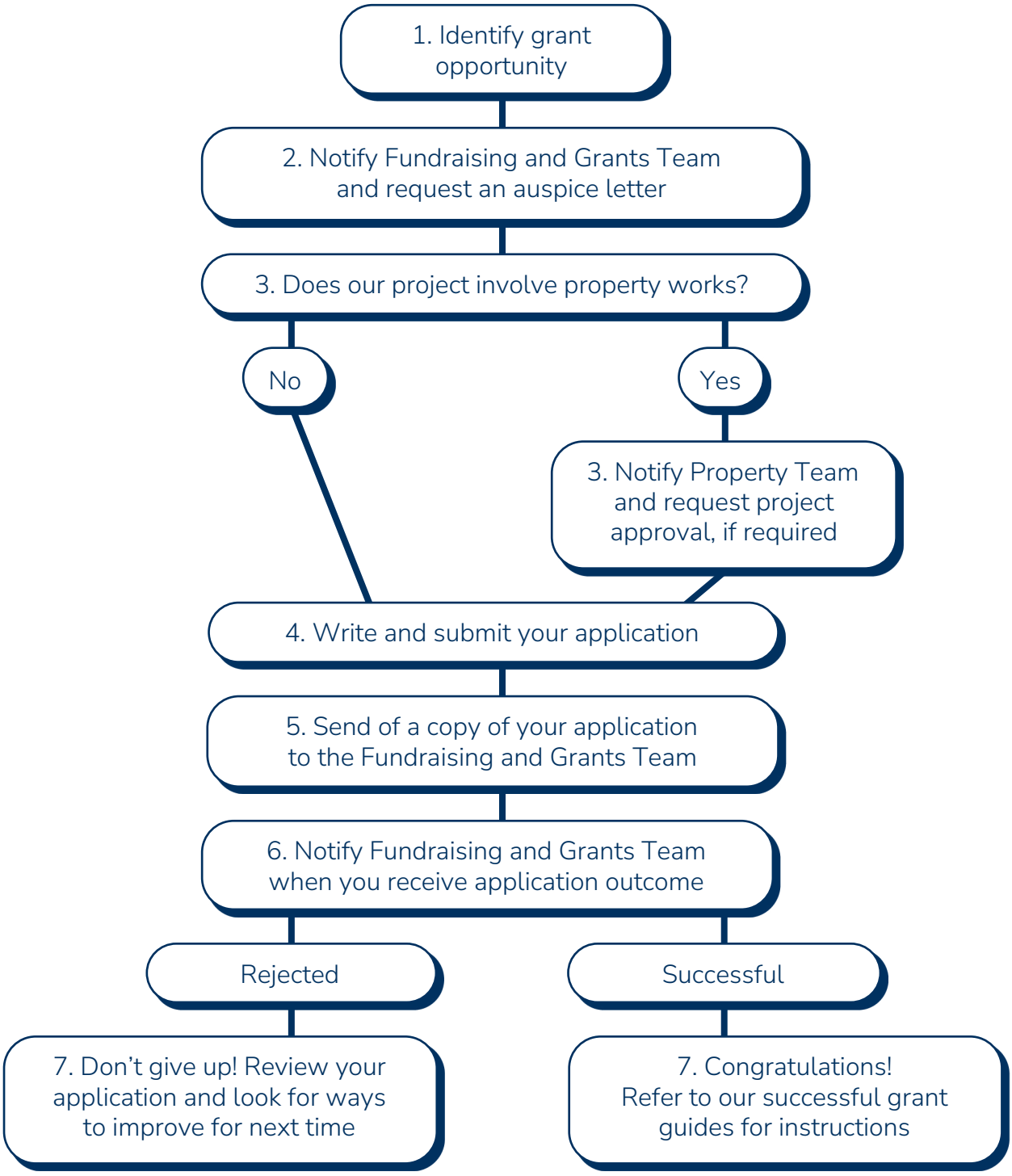
Grants for Groups

Grants are a valuable source of funding for Scout Groups and formations. A well written grant application can be a low work, high impact, income source for your Group.

Grants are available for a wide range of projects, including property works, equipment, training, programs, and more.

This flowchart will guide you through the steps to apply for a grant on behalf or your Group. For more guidance and information on completing each step please refer to the full Grants for Groups Guide.



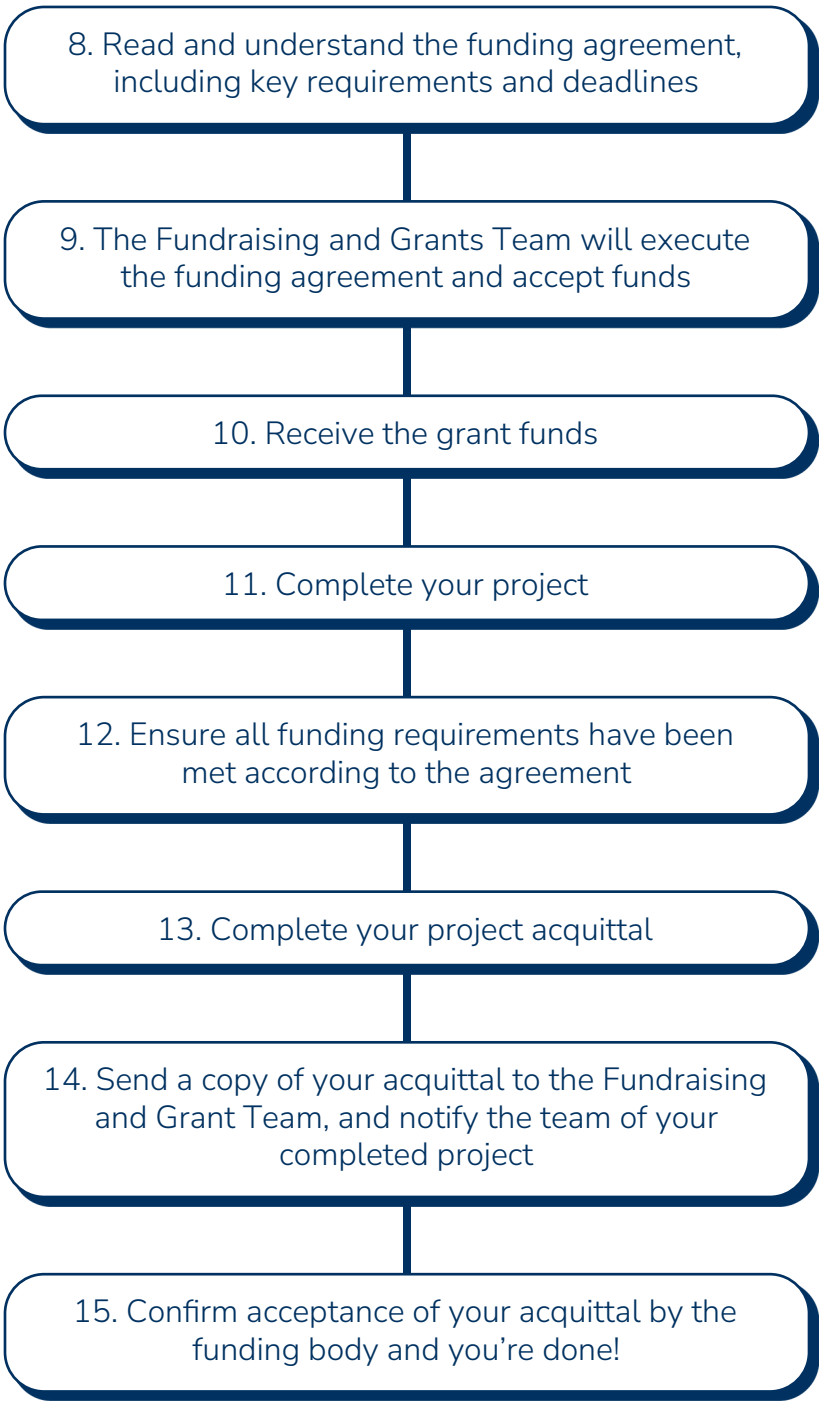
Flowchart: Managing successful grants

Grants for Groups

Grants are a valuable source of funding for Scout Groups and formations. A well written grant application can be a low work, high impact, income source for your Group.

Grants are available for a wide range of projects, including property works, equipment, training, programs, and more.

This flowchart will guide you through the steps to managing a successful grant application. For more guidance and information on completing each step please refer to the full Grants for Groups Guide.



Checklist

Grants for Groups

Follow this checklist to keep track of your grant! The checklist numbers refer to steps on the Grants for Groups flowcharts and the Grants for Groups Guide. For more guidance and information on completing each step please refer to the full Grants for Groups Guide.

Group: ..... Funding body: .....

Grant: ..... Project: .....

Application

2. Notify Fundraising and Grants Team and request an auspice letter ☐

3. Does your project involve property works? If yes, notify Property Team and get project approval ☐

4. Write and submit application ☐ Application number: .....

5. Send of a copy of your application to the Fundraising and Grants Team ☐

6. Notify Fundraising and Grants Team when you receive application outcome ☐

7. Outcome: Successful ☐ Rejected ☐

Successful grant management

8. Read and understand the funding agreement ☐ 9. Funding agreement executed ☐

Amount awarded (GST exclusive): $ ..... Project start date: ...../...../.....

Does your agreement have milestones? Yes ☐ No ☐

Milestone deadlines: .....

Project deadline:...../...../.....

Acquittal deadline:...../...../.....

10. Grants funds received ☐ Funds location: Group ☐ Branch ☐

11. Project completed ☐ 12. Funding requirements met ☐

13. Acquittal submitted ☐

14. Send a copy of your acquittal to the Fundraising and Grants Team ☐

15. Acquittal accepted and grant complete ☐ Grant acquitted:...../...../.....

Finding grants

Grants for Groups

1. Identify a grant opportunity

Grants are offered by all levels of government (local, state, and federal), businesses (e.g., ANZ, NAB, RACV, Bendigo Bank), and philanthropic organisations. Government and business grants are often the most relevant for Scout Groups. discover grant opportunities online, in community newsletters, or through your networks.

If possible, assign a Group Committee member to take responsibility for finding grants.

Below are some resources to help you find grants. This is not an exhaustive list but a helpful starting point.

Where to find grants

Be Informed	Check the Fundraising and Grants section in Be Informed. Large state-wide opportunities are regularly shared.
Local council	All local councils in Victoria run community grant rounds. Visit your council's website for details or contact them directly. Sign up for grant newsletters if your council offers them. You can check your Group's local council here.
State government	Victorian Government Grants and Programs Business Victoria Grants Check specific government body websites for additional programs.
Federal government	Grants Connect is the Australian Government's online grants portal. Groups can create a login to use the full portal. Groups should also sign up to email notifications for open and forecast grant opportunities. Grants Connect Business.gov.au Grants Community Grants Hub Some federal MPs will run grant newsletters. Check specific government body websites for additional programs.
Grant databases	These platforms aggregate available grants into one easy-to-access login (keep in mind most require a paid membership). GrantGuru Grants Hub Funding Centre Our Community
Group member workplaces	Some workplaces run grant programs where employees are asked to nominate community groups to receive funds. Typically run by large organisations. Check if anyone in your Group works for such organisations.

Assorted government agencies	Sport and Recreation Victoria City of Melbourne VicHealth Victoria's Big Build West Gate Neighbourhood Fund North East Community Fund SRL Community Projects Fund Melbourne Water South East Water Crime Prevention Landcare Public Record Office Victoria Metro Trains Australia Post
Not-for-profit	Freemasons Harcourts Foundation Lord Mayor's Charitable Fund Foundation for Rural and Regional Renewal
Other	Bendigo Bank Westfield Local Heroes Tobin Brothers

Key considerations when seeking grants:

- Scouts Victoria is an incorporated not-for-profit with an ABN and can auspice Group applications
- Prioritise opportunities labelled 'community grant,' as they are often relevant to Scout Groups
- Quickly review program eligibility and 'about the program' sections to see if it suits your Group
- Always read the full program guidelines before proceeding with an application
- Carefully review eligibility requirements to avoid wasting time on ineligible applications

Picking a project: Tips and tricks

Grants for Groups

Every grant opportunity requires a project - a specific use for the funding. This could include equipment purchases, programs, activities, or property improvements. When reviewing grants opportunities, consider potential projects that could align. Use these tips to brainstorm, select, and refine your project for the best chance of success.

Gathering ideas:

Start by considering what your Group needs:

- **Engage youth members:** As a youth-led organisation, involve youth members in choosing and prioritising projects. Ask what they need for their dream program and Group
- **Consult volunteers:** Discuss with your Group Council and Committee to identify needs for delivering the current program

Key questions to guide brainstorming:

- Do you have urgent property or equipment needs?
- Does your Group have a wish list? If not, start one for future grants
- Is any equipment old, damaged, or missing?
- Are knowledge or skills gaps preventing effective programs?
- What do youth members want to do but lack the equipment for?
- How can you make your program safer or more accessible?
- What's needed to achieve your Group's long-term goals or strategic plan?

Encourage big ideas and creative input to identify impactful projects!

Choosing your project:

With a clear understanding of your Group's needs, identify the project that best fits the grant opportunity.

Align with grant priorities and objectives:

- Review program guidelines for requirements, rules, and objectives
- Look for project priorities on the program's website or guidelines
- Research the funding body's mission and priorities

Ensure project eligibility:

- Check the funded activities or expenses outlined on the website or in guidelines
- Check specific requirements for eligible expenditure

Meet application requirements:

- Review required evidence and documentation on the program's website or guidelines
- Consider if you can provide all necessary materials for your project, such as:
  - Recent quotes
  - Project plans
- Application requirements may limit your project options – plan accordingly

Avoid forcing an application:

Don't apply just for the sake of it. Choose a project that aligns with the grant criteria and that you can confidently 'sell' to the funding body. A poorly chosen project risks rejection before you even begin. Value your volunteer time by planning a strong, eligible project.

Applying for grants

Grants for Groups

2. Notifying Scouts Victoria and auspice agreements

A bit of background:

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. This means Scouts Victoria assumes legal and financial responsibility for any grant application submitted by Groups.

All grant applications by Groups/formations must be endorsed/auspiced by Scouts Victoria. You must receive permission from the Fundraising and Grants Team to apply for a grant.

An auspice agreement is a legal agreement between your Group (auspicee) and Scouts Victoria (auspicor), allowing your Group to apply for funding under Scouts Victoria's name. Most grants require this agreement as Scout Groups alone do not meet eligibility criteria. The Fundraising and Grants Team will provide a formal letter confirming Scouts Victoria's support as auspicor for your application.

How to do this step:

- Email grants.manager@scoutsvictoria.com.au to request endorsement for your application and an auspice letter
  - Provide: your Group name, the grant you intend to apply for, and details of your intended project
- **You must receive permission to continue with your application from the Fundraising and Grants Team**
- The Fundraising and Grants Team will issue an auspice letter, confirming the endorsement and auspice agreement
  - Save this auspice letter – You will need it when submitting your application

Scouts Victoria may not endorse your application in the following situations:

- The grant program limits applications to one per ABN, and another application already planned or in progress
- A relationship with the funding body poses a reputational risk to Scouts Victoria
- The project conflicts with existing strategic plans for your District, Region, or Scouts Victoria

If the Fundraising and Grants Team inform you that Scouts Victoria is not able to endorse/auspice your application, you must not continue to apply.

3. Property grants: Notification and approval

A bit of background:

If your project involves internal or external works to a Scout Hall or site, you may need to notify the Scouts Victoria Property Team before proceeding.

All large property projects must be reported to the Property Team. They will determine if formal approval is required. Projects costing over $15,000 always require formal approval. Minor works, such as painting or small repairs, do not require notification or approval.

The Property Team can guide you on whether approval is needed and offer valuable advice on property management and project planning. They can recommend trusted contractors experienced in Scouting projects, ensuring your project is well-supported from start to finish.

How to do this step:

- For all large property projects:
  - Email property@scoutsvictoria.com.au
  - Include your Group name, project scope, and expected costs
- For minor works or repairs:
  - You can usually proceed with your application
  - Consider seeking advice from the Property Team to strengthen your application
- For Projects over $15,000:
  - Complete a P2 form and submit it to property@scoutsvictoria.com.au
  - Allow plenty of time - **Do not leave this step until the last minute**

4. Write and submit your application

Essential information to keep in mind:

- 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
- All grant applications by Groups/formations must be endorsed/auspiced by Scouts Victoria, and any successful funding must be deposited into the Scouts Victoria bank account (after which it is made available to the Group)
- 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. Projects over $15k always require a P2: Please contact the Property Team on property@scoutsvictoria.com.au to discuss

How to do this step:

- Review program guidelines
  - Read the entire program guidelines document, generally available on the grant website
  - If there are no guidelines provided, ensure you've reviewed all available information
- Complete the application
  - Applications vary by program but generally include:
    - Contact and organisation details
    - Project details and intended use of funding
  - Refer to the Grants for Groups fact sheet for required organisational details and tips and tricks on writing a strong application

- Include your auspice letter
  - Upload the letter when requested or include it with general supporting documentation
- Proofread and verify
  - Check your application for errors and confirm that all required evidence and documentation are included
- Save a copy
  - Download or save a copy of the completed application for your records

5. Notifying Scouts Victoria of your submission

A bit of background:

Scouts Victoria, as the auspicor for all Group grant applications, holds legal and financial responsibility for these grants. The Fundraising and Grants Team must be informed of all submissions to maintain proper documentation. Funding bodies often contact Scouts Victoria directly for project details or to transfer funds, and we can't assist if we're unaware of your application.

How to do this step:

- After submitting your application, email a copy to grants.manager@scoutsvictoria.com.au
- If you can't access a copy, email the following details: Group name, funding body, grant name, project name, funding amount requested, key contact information, application number, and date submitted

Congratulations on submitting your application! Time to cross your fingers and await the outcome.

6. Outcome notifications

A bit of background:

Scouts Victoria, as the auspicor for all Group grant applications, holds legal and financial responsibility for these grants. It's essential we stay informed about your application status. If successful, Scouts Victoria will need to sign funding agreements and accept the funds.

How to do this step:

- When you receive your outcome notification, forward your notification letter, or email grants.manager@scoutsvictoria.com.au with details
- Keep your Group Leader informed
- If a funding body asks you to keep the news private, share it only with Group leadership and wait for approval before making a public announcement

7. Rejected and successful applications: Next steps

Rejected applications:

Rejections can be disappointing, but they're also opportunities to learn. If the funding body provides feedback, review it carefully. If feedback isn't offered, you can request it, though not all grant programs provide this.

If possible, review the publicly listed recipients to identify differences and similarities between your application and the successful ones. Remember, rejection doesn't mean your project was bad - your project may be better suited to a different program, or the funding body may have received an overwhelming number of applications.

Take a constructive approach and review your application objectively. Look for areas to improve and use these insights to strengthen your next application.

Successful applications:

Congratulations on your achievement - be proud of your hard work!

The next steps vary depending on the grant, but Scouts Victoria will manage executing the funding agreement and formally accepting the grant. Remember, your Group is not authorised to execute agreements or accept funds; this must be done by Scouts Victoria.

Send any paperwork directly to grants.manager@scoutsvictoria.com.au

For more details, refer to the Grants for Groups flowchart and guide on managing successful grants.

Fact Sheet

Grants for Groups

As Scouts Victoria auspices all Group applications, you will often need some administrative details about Scouts Victoria to complete your application.

Information frequently required for completing grant applications

Name of legal entity:	The Scout Association of Australia, Victorian Branch Depending on how the question is asked, you would list your organisation name as one of the following on the application: The full legal name as above Scouts Victoria – YOUR GROUP NAME YOUR GROUP NAME
ABN number:	39662387026
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. N.B. Because Scouts Victoria was incorporated by Royal Charter, we do not have an incorporation number. If requested, simply leave the question blank or enter A0000000B if an answer is required.
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 and social media:	**Website:** www.scoutsvictoria.com.au **Facebook:** www.facebook.com/scoutsvictoria **Instagram:** www.instagram.com/scoutsvictoria
Bank account details:	National Australia Bank 288 Lygon Street, North Melbourne **Account Name:** Scout Association of Australia Victoria Branch **BSB:** 083-355 **Account Number:** 51-556-4710 **Email:** accounts@scoutsvictoria.com.au N.B. You must never put your Group bank account details in a grant application or acceptance form. As the auspicor of the application, all grant funds must be paid to Scouts Victoria.

Organisation contact details:	**Contact Name:** Jon McGregor, Executive Manager **Contact Email:** grants.manager@scoutsvictoria.com.au **Contact Phone:** +61 3 8453 9800 **Street and Postal Address:** 152-158 Forster Rd, Mount Waverley 3149 VIC N.B. Read the application carefully to determine whether to list the auspicor (Scouts Victoria) or the auspicee (your Group) contact details. Scouts Victoria's contact details must always appear on your application. If the application allows for a second contact, you can include a Group contact. For any authorised contact, such as someone required to sign a funding agreement, you must list Scouts Victoria's contact details.
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.
Supporting documentation sometimes required:	• 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 • For insurance information, go to the insurance section on the Forms and Tools page of our website
Letters of support:	Additional letters of support can be obtained from: • Local council • Local community groups • Member or parliament • Local businesses • Regular hall hire tenants

Writing strong grant applications: Tips and tricks

Grants for Groups

Grant writing can be challenging, as every grant program has unique requirements. A strong application should be clear, persuasive, and tailored to convince
the funding body that your project is the best fit for their program - think of it as a sales pitch!

To support you, Scouts Victoria has compiled some top tips and tricks for crafting convincing grant applications. For additional advice or assistance, email grants.manager@scoutsvictoria.com.au.

Tip 1: Read the program guidelines

Program guidelines are more than just terms and conditions - they provide everything you need to understand the grant program.

As Scouts, we follow the Plan > Do > Review approach, and reading the guidelines is an essential part of your planning. Without proper preparation, writing a strong application becomes much harder.

Read the guidelines thoroughly, along with any other available information.

Tip 2: Plan and brainstorm

Prepare yourself for the application process by reviewing the questions and required evidence in advance.

Reflect on your Group, your project, and its role within the broader community. Consider the 'story' you want to convey in your application, and brainstorm discussion points for each question.

You want your answers to be clear, concise, and free from repetition. Planning your responses from the outset will help you achieve this. If you have multiple points for a single question, lead with your strongest argument or idea.

Tip 3: Understand the funding body

In grant writing, understanding the funding body is crucial. They determine which projects receive funding, so your application must align with their goals.

Research the funding body to learn about their organisation. Are they part of federal, state, or local government, or are they a not-for-profit or business? Consider the reputation they aim to build in your community and review their mission statements or values for guidance.
Clearly demonstrate how your project supports their mission.

If the grant has been offered in previous years, check for a list of past recipients. Consider the types of organisations and projects funded to gain insight into what the funding body values.

Tip 4: Align your project to the program objectives and priorities

To receive funding, your project must align with the program's objectives and ideally its priorities. These are outlined in the program guidelines or on the funding body's website, often in the 'about the program' section.

Your project doesn't need to meet every criterion but must satisfy the minimum requirements. The better it aligns with the objectives and priorities, the stronger your application.

Demonstrate how your project benefits the community and achieves the program's goals.

Tip 5: Actively address the assessment criteria

Funding bodies review many applications, so yours must stand out. Write clearly, concisely, and effectively.

Carefully read each question and its assessment criteria before answering. Ensure your application confidently meets every criterion.

Make it easy for assessors to see why your application deserves approval. They should be able to skim your responses and immediately recognise that all criteria have been addressed.

Tip 6: Write with passion

Passion is contagious - let it shine in your application. Showcase your Group as a vibrant, inclusive, and valuable community asset. Reflect on why you volunteer and channel that enthusiasm into your writing.

Focus on the positive. Instead of saying, "without this funding our youth members will struggle," say, "this funding will help our youth members thrive." Acknowledge challenges, but frame them as opportunities for growth, restoration, or new beginnings.

As a youth organisation, emphasise how your project will impact young people. Highlight Scouts' commitment to youth development and adventure and ensure that passion comes through loud and clear.

Tip 7: Reach out for support

Letters of support can strengthen your application by showcasing community endorsement. Identify key stakeholders beyond your membership who will benefit from your project.

Reach out to your network with project details and the grant information. Request letters well before the submission deadline to give supporters time to respond. Potential supporters could include your federal or state MP, local councillors, businesses, and others in your community.

Tip 8: Use strong evidence

Your application should be supported by clear evidence demonstrating your Group's value and the community need for your project.

Make sure you have all required materials, such as eligibility evidence, budgets, and project plans. Show that your project is achievable by including quotes and research.

Look beyond your Group for data, like in council strategic plans or the Australian Bureau of Statistics. Use current, relevant, and properly cited evidence. Focus on quality over quantity - every piece should directly support your project.

Tip 9: Always proofread

Mistakes can weaken your application, so thorough proofreading is essential. Check for spelling, grammar, and formatting errors. Ensure your application meets all program requirements, clearly aligns with priorities and objectives, and addresses every assessment criterion.

Proofread with fresh eyes. Finish your application early, take a break, and review it later. Better yet, ask others in your Group to review it - they may catch errors or suggest improvements you've missed.

Ensure your Scouting terms are correct. Capitalise Scouting nouns like Scout, Group, Unit, and Leader, while common nouns like youth member or hall follow standard grammar rules.
Check out the Scouts Victoria writing guide for more information.

Tip 10: Don't leave your application till the last minute

A strong grant application needs time, not last-minute stress. Rushing will compromise quality, so plan to make the most of your volunteer hours.

Give yourself enough time to source evidence, review guidelines, write, and proofread thoroughly. Be prepared for delays like waiting on quotes, technical issues, or personal circumstances. Starting early gives you room to address any challenges.

Finally, avoid submitting at the last minute - Murphy's Law says your computer will crash!

Bonus tip!

Your project title is the very first thing an assessor will see, and first impressions count. Your title should be clear but enticing. For example, look at the difference between; "Scout Hall upgrade" and "Revitalising our adventure hub: Empowering youth and community through Scouting."

Managing successful grants

Grants for Groups

8. Understanding funding agreements

A bit of background:

As Scouts Victoria is the legal entity, all funding agreements are between the funding body and Scouts Victoria. These agreements must be signed by Scouts Victoria, not by a Group representative. A signed copy will be forwarded to your Group and must be carefully read before starting the project.

Most funding bodies have strict requirements as included in the funding agreement. Most of these are the direct responsibility of your Group. Failure to follow the agreement may result in funding being withdrawn.

How to do this step:

- Read the entire funding agreement and any related materials
  - Don't worry if some legal or financial jargon is unclear - the Fundraising and Grants Team can help
- Pay particular attention to:
  - Amount awarded and if this is GST inclusive or exclusive, requirements to accept funds, payment schedule, milestones, reporting requirements, and project start and end dates
  - Requirements that include keeping receipts for a certain amount of time, spending money by a certain date, sending photographs at certain stages, etc.
  - Funding acknowledgement requirements e.g., You might be asked to invite the funding body to see your completed project, post on social media, etc.
- If you have any questions email grants.manager@scoutsvictoria.com.au

9. Accepting a grant offer

A bit of background:

As the auspicor, Scouts Victoria is legally and financially responsible for all Group grants. Your Group is not authorised to execute agreements or accept funds - this must be managed by Scouts Victoria.

How to do this step:

- Send all paperwork and relevant grant information to the Fundraising and Grants Team at grants.manager@scoutsvictoria.com.au
- If your Groups involvement is needed, the Team will provide guidance on what is required

10. Receiving grant funds

A bit of background:

Grant funds must be deposited into the Scouts Victoria bank account.

Some funding bodies require a tax invoice to be able to release the funds, this must be created by Scouts Victoria, and can be requested by emailing accounts@scoutsvictoria.com.au.

- For grants $5000 or under, funds will be transferred directly to your Group's bank account once received by Scouts Victoria
- For grants $5001 or over, Scouts Victoria will either pay vendors directly on receipt of invoices or reimburse your Group upon submission of receipts

How to do this step:

- Send all grant paperwork and information to grants.manager@scoutsvictoria.com.au. The Team will manage the process and guide you if your involvement is needed
- If unsure whether funds will be held by Scouts Victoria or your Group, contact grants.manager@scoutsvictoria.com.au or accounts@scoutsvictoria.com.au for clarification

11. Completing your project

Expending Funds:

Grant funds must be deposited into the Scouts Victoria bank account.

- For grants $5000 or under, funds will be transferred directly to your Group's bank account once received by Scouts Victoria
- For grants $5001 or over, Scouts Victoria will either pay vendors directly on receipt of invoices or reimburse your Group upon submission of receipts

For payments or reimbursements, email accounts@scoutsvictoria.com.au with the invoice or receipt. The Accounts Team records all transactions in Xero, and balances are available on request.

Dealing with challenges:

If changes arise that prevent you from delivering the project as planned, contact grants.manager@scoutsvictoria.com.au immediately. The Fundraising and Grants Team will assist with resolving the issue or requesting a contract variation.

Project timeline:

Ensure your project start and finish dates comply with the funding agreement. If extra time is needed, notify both the funding body and Scouts Victoria in writing.

Property projects:

Communicate with the Scouts Victoria Property Team for advice and support.

12. Meeting funding requirements

How to do this step:

Regularly review the funding agreement, especially as your project nears completion, to ensure all requirements are met.

Underspending:

If your project comes in under budget, most funding bodies allow surplus funds to be used for another project, but only with explicit written permission. Email surplus details to grants.manager@scoutsvictoria.com.au, and the Fundraising and Grants Team will help request a contract variation.

13. Acquittal reports

A bit of background:

Most funding bodies require an acquittal process, typically involving a final report (and sometimes progress reports) detailing the benefits and outcomes of the funding. This may include photographs. Completing acquittal reports is the Group's responsibility and must be done by the due date.

How to do this step:

- Review the funding agreement and any correspondence with the funding body to confirm the acquittal requirements
- Complete and submit all requested reports to the funding body

14. Notifying Scouts Victoria of your completed project

How to do this step:

- Send a copy of your completed acquittal to grants.manager@scoutsvictoria.com.au immediately after submission
- If you can't access the report, email the following details: Group name, funding body, grant name, project name, and confirmation that the project and report are completed

15. Confirm acceptance of your acquittal

A bit of background:

Funding bodies must review your acquittal to ensure all agreement requirements were met before considering the grant fully acquitted.

How to do this step:

- Watch for correspondence from the funding body confirming that your grant is fully acquitted

Congratulations your grant and project are now complete!

152 Forster Rd
Mount Waverley 3149
1800 SCOUTS
scoutsvictoria.com.au