



SCOUTS VICTORIA

LOCAL INFRASTRUCTURE WORKS APPLICATIONS PROCEDURE

This procedure sets out approval and funding requirements for major repairs and improvements to local infrastructure. The procedure is designed to significantly improve the process of applying for major works to improve group halls, including any associated application for funding assistance from Scouts Victoria. It takes the applicant through a step-by-step process which ensures that all necessary information is provided, and any serious questions answered, before the formal application is made to the Property Management Subcommittee. It ensures proper documentation of the project scope and benefits, and its funding.

BACKGROUND

The provision of up to date, safe and attractive facilities is a key factor in the delivery of a successful Scout program, and in attracting and retaining youth members and leaders.

Group Support Committees are primarily responsible for the provision and maintenance of scout halls and associated facilities and are expected to plan and budget annually for routine items such as grounds maintenance, cleaning, repairs and painting. However there are some major items of maintenance (e.g. re-roofing, rewiring, re-stumping), or a hall extension, that are infrequent by nature and are of a relatively high cost. Sometimes these items are beyond the immediate or ongoing resources of a Group and require special fund-raising efforts, private sponsorship, government or other grants.

The Branch Executive Committee recognizes that Groups may need further assistance from Scouts Victoria to fund these major items.

UNDERLYING PRINCIPLES

The basic principle is that today's members, having benefited from the work of past generations to establish facilities, pay for their activities and current amenities and pass on to future generations facilities which are in line with today's requirements and which will service Scouting into the future.

- Groups are responsible for the active management of their hall for scouting and as a community facility
- Groups and their local communities are responsible for the maintenance of the facilities. This maintenance can include significant re-building of existing halls.

- Groups are expected to fund local projects in a number of ways.
 - Through their members activities, including savings and accruals over the previous years and special efforts in future years (raffles etc.)
 - Contributions by community organisations such as service clubs.
 - Contributions by local businesses, including donations of goods and services.
 - Local government contributions. State Government funding requests must be co-ordinated with Branch, to avoid possible conflicting funding requests.
 - Goods and services donations from members and their families.
 - Insurance payouts, where applicable.
 - Loans from Scouts Victoria.
- Scouts Victoria will provide
 - Design assistance and verification.
 - Legal assistance.
 - Compliance assistance.
 - Project management assistance

FINANCIAL ASSISTANCE FROM BRANCH

In appropriate cases, the Branch Property Management Subcommittee, acting on behalf of the Branch Executive Committee, can provide assistance in the form of grants or loans or a combination of both. Subject to the fulfilment of the requirements stated later, and budgetary constraints, interest free loans to be repaid over 10 years may be made to Groups lacking sufficient immediately available resources to fund major structural or refurbishment works required to reinstate a meeting place to a suitable and safe condition for use.

Subject to the fulfilment of the requirements stated later, and budgetary constraints, grants may be made to Groups for major extensions or alterations to a hall. Preference will always be to provide loans or a mix of loan and grant.

REQUEST TO PERFORM MAJOR WORKS

Works exceeding \$15,000 in value require the approval of the Property Management Subcommittee of the Branch Executive Committee, in accordance with the current Branch Delegations Policy. The application should include the following information with the project application be presented in four major sections.



A Project Summary Sheet (Application for Approval of Building Works) is to be completed by the group and signed by the Group Leader (or LiC), District Commissioner and Region Commissioner as part of the formal application. In signing the Project Summary Sheet the DC and RC are endorsing the project, certifying that it is consistent with the District Development Plan, and supporting any application for financial assistance from Scouts Victoria.

1. Project Description

- 1.1. The application must include a detailed project brief and scope of planned work including preliminary or final drawings if appropriate.
- 1.2. Project estimated cost, supported by quotations if available.
- 1.3. Provision must be made for cost of design, permits and fees, and a contingency allowance (10% of total cost suggested) must be included.
- 1.4. Building scope and plans are to be approved by the Scouts Victoria Building Supervisor prior to submission.
- 1.5. The application must name the person or office bearer who will be representing the Group and be responsible for project managing the build during the life of the project.

2. Project Funding

Details of proposed funding must be supplied, including:

- 2.1. The Group's contribution
- 2.2. District and Region contributions (if applicable)
- 2.3. Other parties contributions, including:
 - Local Government contributions and grants
 - Donations
 - Other
- 2.4. Staging of works if necessary to match funding and cash flows.
- 2.5. Request for loans and grants

3. Group Membership Viability

Demonstrate the group's membership viability by including information on the following:

- 3.1. Membership, youth and adult, current and projected. Demonstrate the ongoing viability of the Group which meets in the hall.
 - This will include details of the existing youth and adult leader membership of each section,

- Details of any waiting list and plans for recruitment, stating how refurbishment is likely to affect this.

3.2. Parent and Group Support Committee membership/support.

- List membership of the Group Committee, and
- Describe the strength of the parent support base.

4. Group Financial Viability

Demonstrate the group's ability to finance the project, including meeting any loan commitments, by including the following information:

- Group financial reports for the last three years
- Group budget this year and next year, plus projection for years two and three
- Hall maintenance plans and budgets current and next three years to keep the hall in a safe, suitable condition.
- Loan repayments, based on ten year interest-free SV loan with two repayments yearly (if loan applied for).
- Details of any outside groups using the hall and the fees paid. Plans to increase community use of the hall after refurbishment.

SUBMISSION, CONSIDERATION AND APPROVAL OF APPLICATION

Applications for projects, including any application for financial assistance must be submitted to the Branch Property Management Subcommittee through the Legal & Property Services Administrator (LPSA) by Groups, supported by District and Region recommendations. No work is to be committed to or performed until after the application is approved. Any preliminary expenses needed to help prepare the application will be borne by the Group.

Once the project has been considered by the Branch Property Management Subcommittee, the Group will be advised as to the outcome of the application.

If the application is approved, the Group will be authorised to proceed with the work detailed on the following basis:

1. All sources of funding are secured, in writing, before commitments are made.
2. In most cases the Group will be required to obtain three quotations for the work and to forward them to Branch with a



recommendation as to which one should be accepted. This requirement may be varied where there is a substantial input of voluntary work or where other circumstances may warrant

3. Groups will be accountable for the management of the project, assisted by Branch staff.
4. Funds will be advanced against suppliers' invoices for materials supplied or work performed. Unless other arrangements are agreed, Branch will pay these invoices direct. Group must firstly recommend the invoice be paid i.e. certify that the work to which the invoice relates has been satisfactorily completed. If in doubt seek the advice of the Building Supervisor.
5. The work must be completed within 12 months of the approval being given unless an extension has been sought and approved.
6. Loans will usually be made on the basis that they are repaid by equal half-yearly payments over a period up to 10 years.

7. No change to the scope of the project may be made, nor any additional costs incurred, after a project is approved unless prior written permission has been obtained from the Property Management Subcommittee.

The Victorian Branch financial resources are always limited and the needs across the State's seven hundred properties are significant so it is to be clearly understood that Group, District, Region and outside resources are expected to be used to contribute to any project as part of any request for funding support from the Branch Local Infrastructure Fund.

RELATED DOCUMENTS, REFERENCES

Branch Real Property policy

<http://scoutsvictoria.com.au/media/1748/real-property-policy-2016.pdf>

Branch Delegations policy

http://scoutsvictoria.com.au/media/1740/delegations-policy-2016_1.pdf