

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

- 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. Projects over \$15k require a P2 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.
- To ensure all required documentation has been submitted for Scouts Victoria's financial records, Groups will need to complete a Grant Submission Checklist. This checklist is available for download from the website on the Fundraising and Grants page. Funds from any successful grant cannot be distributed until the checklist has been completed.

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. The team also emails GL's with area specific grants, and has a grant calendar available throughout the year. For any enquiries or assistance in relation to Grants please contact the team via grants.manager@scoutsvictoria.com.au . Many councils have mailing lists, contact your council to be included.
Process for local government grants councils, shires etc.	For local council/shire grants, Scouts Victoria 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 auspicating organisation to the Group. This can be arranged by contacting the team via grants.manager@scoutsvictoria.com.au .
Process for other grant opportunities as sourced by Groups.	If the opportunity is relevant to the broader membership/Groups, a process will be established by Scouts Victoria with the funding body. Some grants only accept one application per ABN, please contact the fundraising team to discuss whether Scouts Victoria has an agreement with that specific 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

Fact Sheet

Grants for Groups



Information frequently required for completing Grants	
Name of Legal Entity:	The Scout Association of Australia, Victorian Branch
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.
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	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
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"> • 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.

Fact Sheet

Grants for Groups



Letter of Support	Additional Letter of Support can be obtained from: <ul style="list-style-type: none"> • Local council • Local community groups • Member of parliament • Local businesses • Regular hall hire tenants
Grant application submission	A copy of the application must be emailed to grants.manager@scoutsvictoria.com.au on submission.

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 directly into the Scout Victoria bank account by the funding body. Some Funding Bodies require a Tax Invoice to be able to release the funds, this can only be done by Scouts Victoria, which can be requested by emailing accounts@scoutsvictoria.com.au
Expending funds	As Scouts Victoria is the Legal Entity, ALL funds must be deposited into Scouts Victoria's Bank Account. Grants \$5000 or under will be transferred directly to the Group Account on receipt of the agreement. Grants \$5001 and over, Scouts Victoria will either pay the Vendor Direct on receipt of the invoice OR reimburse the group on copies of receipts. Please email accounts: accounts@scoutsvictoria.com.au . This is done via the Accounts Team at Scouts Victoria through the following options: 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 funder and Scouts Victoria 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. Please email a copy of the acquittal to grants.manager@scoutsvictoria.com.au

Fact Sheet

Grants for Groups



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