

Scouts Victoria

Grants for Groups Checklist

Please complete this checklist through your grant application process to ensure all requirements are completed and documentation sent to grants.manager@scoutsvictoria.com.au.



Group/Formation:

District:

Region:

Grant being applied for:

Grant provider:

Proposed project:

Is this project related to hall/property improvements, Y/N?

If yes, please contact the Property Team via email to property@scoutsvictoria.com.au

Please check-off and date each step as you progress through your grant application:

Notify Scouts Victoria Grants Team of intent to apply:

Request auspice letter to include in your application:

Complete P2 for Property Team (if required):

Send through copy of submitted grant application:

Send notification of grant outcome:

Scouts Victoria Grants Team approval:

If successful, complete the following:

Grant amount approved:

Grant completion deadline:

Send grant agreement through for completion:

Request invoice creation (if required):

Forward remittance advice:

Complete acquittal reports and forward copy:

Scouts Victoria Grants Team approval: