

For assistance and advice on completing this form please contact the Scouts Victoria Property Team on 8543 9800 or email [property@scoutsvictoria.com.au](mailto: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:	
<b>Group contact who will assist with managing the project in conjunction with Scouts VIC property</b>	
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	Next year projected numbers 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:
<b>Funding Approval</b>		
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:		