


# POLICY

## Grants



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO signature	
Sponsor	Head of Marketing		
Document type	Policy	Date of issue	31 January 2022
Document code & no.	POL43	Version number	1.9
Document title	Grants	Due for review	31 January 2025

# Grants

## 1 Background

- 1.1 External Grant program funding offers Scouts NSW a substantial and sustainable source of funds. These programs enable formations to maintain and enhance Scout halls, campsites, activity centres, establish new facilities, upgrade equipment, undertake training and enhance program delivery.
- 1.2 Grant programs have legal and financial requirements and failure to comply presents a reputational risk to all of Scouts NSW, not just the specific operating formation, which may render the Association ineligible for further funding from the same funding body.
- 1.3 Approval by any provider for a grant does not convey Scouts NSW approval to proceed with the project – and all necessary and specific approvals from Scouts NSW must also be obtained.
- 1.4 A governance framework gives clarity to Scouts NSW members who undertake grant applications and project management, but also ensures adherence more broadly to Scouts NSW policies including Limits of Authority, Procurement, Conflicts of Interest, Personal Interest Statement and Code of Business Ethics.
- 1.5 A governance policy establishes uniform administrative requirements as part of a grants framework to ensure transparency and clear accountability.
- 1.6 This policy specifically relates to external grant programs (such as government grants), not grants given by Scouts NSW such as the Family Support Fund.

## 2 Objective

- 2.1 Establish an effective, accountable and transparent Scouts NSW framework for applying for, managing and administering grants and associated funding.
- 2.2 Scouts NSW's grants processes are intended to ensure successful approved applications for, and use of, grant funding that is aligned with the ongoing sustainable delivery and support of scouting by Scouts NSW.
- 2.3 Scouts NSW will have uniform administrative requirements for the preparation, submission and processing of grant applications and associated documents, including agreements.
- 2.4 This policy is applicable to grants that are applied for and received by Scouts NSW and to all Scout NSW formations.
- 2.5 Scout NSW formations includes, but is not limited to, Scout Groups, Rover Units, Districts, Regions, State, Fellowships, Gang Shows, Campsites and Activity Centres.

## 3 Policy Statement

- 3.1 The Scouts NSW Grants function will comply with all legislative and risk management requirements.
- 3.2 To ensure excellence in governance and management of reputational risk, all grant applications must be made under the auspices of Scouts NSW as outlined in the Procedures.
- 3.3 **Integrity:** Applying for grants and administering grants is conducted in a manner that it protects the integrity of the Scouts NSW brand and image.
- 3.4 **Cooperation:** Formations proactively establish and manage a positive relationship with LGA Councils, State and Federal Government and philanthropic organisations based on mutual assistance and shared goals.
- 3.5 **Consistency:** Scouts NSW grants administration procedures are consistently applied across all formations.
- 3.6 **Coordination:** Outcomes are improved through better alignment of strategic planning and grant opportunities across all of NSW. This requires each formation, to have a strategic plan outlining funding priorities.
- 3.7 **Approval:** Scouts NSW requires that any and all grant applications (as defined in Clause 2.4) have the support and approval of Scouts NSW. Where relevant (e.g. relating to Group and Region facilities and operations) the applications should also be with the awareness, endorsement and approval of the Regional Executive Council (represented by the Regional Commissioner or other nominated Region representative), and that such awareness, endorsement and approval is aligned with various Scouts NSW strategies in supporting the sustainable delivery of scouting across NSW, and at all times protects Scouts NSW reputation, values and principles.

## 4 Statement of Procedures

### Grant Application Principles:

- 4.1 External Grant providers require grants to be lodged by the legal entity that holds an Australian Business Number (ABN). The legal entity for Scouts NSW is 'The Scout Association of Australia NSW Branch'. Therefore all grant applications must be made under the auspices of The Scout Association of Australia NSW Branch, not the individual Scout formation, to comply with this requirement.
- 4.2 The formation is responsible for preparing and lodging grant applications
- 4.3 All Grant applications must be approved by, and with the clear awareness of, the Regional Executive Council prior to the application being lodged.
- 4.4 All grant applications must follow the Scouts NSW procedures in this policy and as outlined and regularly updated in the [Grants Toolkit](#) found on the grants page of the Scouts NSW website.
- 4.5 The formation must inform Scouts NSW of all applications in a timely manner, and provide necessary information during the project so the grant can be acquitted with the funding body.

- 4.6 Due to the increased administrative requirements by grant providers for acquittal of funds through the legal entity, the formation is required to include an administrative cost (project management fee) in the total project budget (where permissible by the funder), which will be due to Scouts NSW State Scout Service Centre. This fee will reflect the amount permissible for project management within the relevant grant program. This fee will be managed and applied by the State Service Centre when the grant monies are received from the funder.

### Grant Applications Requirements:

- 4.7 Applications are to be in the name of The Scout Association of Australia NSW Branch as the legal entity.
- 4.8 Applications are to use Scouts NSW's ABN, Incorporation status, Charitable registration and Authority to Fundraise as applicable.
- 4.9 Applications are to list Scouts NSW's banking details for receipt of grant funds, the only approved banking account, as provided by the State Scout Service Centre through the Grants team.  
**Note: This is NOT to be a Group, Fellowship, District or Region bank account.**
- 4.10 Grant funds will be paid into the designated Scouts NSW's nominated account, and the State Scout Service Centre will manage supplier payments. Formations must not pay suppliers in advance of the receipt of the grant funding, or directly. Purchases of a minor nature or from retail outlets will be reimbursed based on the provision of receipts.
- 4.11 Only Scouts NSW, not individual formations, is registered for GST and should be listed as applicable.
- 4.12 Formations should budget their project ex. GST.
- 4.13 All works costing \$5,000 or more must be supported by 3 quotes, as per Scouts NSW [Limits of Authority](#) policy. If a formation encounters difficulties in obtaining three quotes, contact the State Scout Service Centre Grants team for guidance and advice at [grants@nsw.scouts.com.au](mailto:grants@nsw.scouts.com.au)
- 4.14 Work should be awarded on an overall best value basis, not just to the lowest quote.
- 4.15 Scouts NSW State Scouts Service Centre must be used as the contact point on all applications (name, phone and email address). Local formation contact details should also be included in the application.
- 4.16 Projects need to be permissible under any necessary land use consent or development consent requirements. This includes ensuring that consent by both landowner/landlord AND that it complies with existing or current planning and zoning laws of the applicable LGA Council authority.
- 4.17 Projects requiring Development Applications over \$10,000 in value must be approved by Scouts NSW State Scout Service Centre, as per Scouts NSW [Limits of Authority](#) (POL32).
- 4.18 Some projects will not be fully funded by the grant. Formations need to confirm, prior to the Funding Deed being signed, that they have sufficient formation funds to complete the project.

### Grant Project Management:

- 4.19 Scouts NSW need to be promptly notified of the outcome of applications including receipt of relevant documents.

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- 4.20 Funding Deeds must be signed by the Scouts NSW CEO, or their delegate, as the legal entity for grants.
- 4.21 The State Scout Service Centre will generate Tax Invoices as required to action receipt of the grant funds.
- 4.22 The Formation has responsibility for the delivery of successful grant work and to undertake all project management. This includes, but is not limited to, obtaining quotations, landowner's consent, development consent and ensuring all contractors hold appropriate licencing and insurance, as detailed in Scouts' NSW LOA policy.
- The State Scout Service Centre Grants team are available to provide guidance and advice and can be contacted at [grants@nsw.scouts.com.au](mailto:grants@nsw.scouts.com.au)
- 4.23 Formations will be responsible for obtaining a DA where necessary, note however:
- All DA's can ONLY be signed by the CEO of Scouts NSW, and such signature can only be provided where the formation has clearly confirmed that such DA is compliant.
  - Formation should refer to the relevant Council to determine if a DA is required, and any necessary requirements applicable.
  - For a DA to be approved by the Council, the proposal must be in accordance with zoning. All necessary enquiries should be directed to the council.
- 4.24 The formation must keep appropriate records as required for both acquittal and auditing.
- 4.25 Scouts NSW will notify the formation when grant funds have been received and the project work can commence.
- 4.26 Any request for Variations of Scope for projects must be signed off by Scouts NSW State Scout Service Centre.
- 4.27 Formations are responsible for supplying to the State Scout Service Centre any required Progress or Milestone Reports by the required date, and the final Acquittal report and supporting documentation within the grant program completion dates.
- 4.28 Successful formations are required to adhere to reporting and acquittal requirements as outlined in the Funding Deed.
- 4.29 Formations should consider the tenure (lease, license, freehold) over the property to determine the appropriateness of any proposal.
- Is this the appropriate investment?
  - Does this further support the ongoing delivery of sustainable Scouting for the long-term future?
- 4.30 For many grants, depending on value, complexity or size of works involved in the proposed application, a dedicated and nominated **external** Project Management resource may be considered by the formation to deliver the grant, if successful.
- 4.31 Such Project Management, if seeking inclusion within the grant where the grant application allows, must be provided by an external provider with both Region and State approval.

## 5 Reference Summary

TASK	STATE SCOUT SERVICE CENTRE	FORMATIONS
Legal entity – Sign off of Development Applications (>\$10,000), Funding Deeds, Variations.	X	
ABN holder and GST registered.	X	
Prepare and lodge grant applications.		X
Obtain quotations from suppliers, landowner's consent, development consent, and ensuring all contractors hold appropriate licencing and insurance.		X
Deliver successful grant work and undertake all project management.		X
Keep appropriate records as required for acquittal and auditing.		X
Hold and manage funds, generate Tax Invoices, pay suppliers.	X	
Supply to the State Scout Service Centre any required Progress or Milestone Reports by the required date, and the final Acquittal report and supporting documentation within the grant program completion dates.		X
Lodge Progress reports and acquittal documentation.	X	
Adhere to reporting and acquittal requirements as outlined in the Funding Deed.		X

## 6 Contractual engagement of Work(s) providers

- 6.1 The provision of work(s) or services are to be provided to the State Scout Service Centre in a transparent, competitive, fit-for-purpose manner, governed with integrity.
- 6.2 Where a contract for goods, services or works is to be executed, then the approved Scouts NSW contract templates (as applicable) and governance processes including background, financial and industry checks of providers, will be confirmed prior to any Scouts NSW approval for execution.

***Refer to the Grants Toolkit page on the Scouts NSW website for required forms.***

## 7 Other related Policies, Procedures and Practices

This Policy needs to be read in conjunction with the following policies, procedures and practices that provide a Compliance framework for Scouts NSW:

POL31: [Conflicts of Interest](#)

PRO37: [Conflicts of Interest](#)

PRTCL05: [Code of Business Ethics](#)

POL32: [Limits of Authority](#)

POL04: [Personal Interest Statement](#)

[Grants Toolkit](#) (password Scouts)