

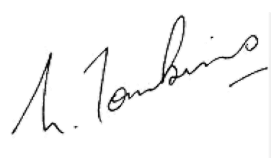

POLICY

Grants Policy

for External and Major Grants



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

Chief Commissioner		CEO signature	
Sponsor	CEO		
Document type	Policy	Date of issue	6 December 2022
Document code & no.	POL43	Version number	2.9
Document title	Grants Policy for External & Major Grants	Due for review	1 July 2023

Grants Policy for External & Major Grants

1 Background

- 1.1 External and major grant program funding offers Scouts NSW a substantial and sustainable source of income. These programs enable maintenance and enhancement of Scouts NSW halls, campsites, activity centres, establishment of new facilities, upgrade equipment, undertake training and enhance program delivery.
- 1.2 External grant programs have legal and financial requirements. Failure to comply presents a brand, image, and reputational risk to all of Scouts NSW, which may render all Scouts NSW formations ineligible for further funding from the same funding body.
- 1.3 Certain funds received and/or approved under external grants cannot be utilised towards any projects without Scouts NSW CEO approval. Prior to any grant application being made, Scouts NSW retains its rights to reject and cancel external and major grants of in excess of \$10,000 + GST, which it has not directly reviewed, nor approved prior to the application being made.
- 1.4 A Scouts NSW governance framework gives clarity to Scouts NSW who undertake external and major grant applications and project management, on behalf of Scouts members and their Formations. This 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.
 - A governance policy establishes uniform administrative requirements as part of an external and major grants framework to ensure transparency and clear accountability.
- 1.5 This Grants Policy specifically relates to all external and major grant programs that are applied for and received by the Scouts Service Centre (SSC) on behalf of Scouts NSW as well as all Scouts NSW Formations that directly apply and receive assistance. However, external and major grants do not relate to grants provided by Scouts NSW, such as the Family Support Fund (internal grants).
- 1.6 This Grants Policy specifically covers all external government and private grants. Scouts NSW arranges all external grants into two categories:
- **'External Grants'** with examples including Community Building Partnerships (CBP), Crown Reserve Improvement Fund (CRIF), Stronger Communities (SC) and Stronger Country Communities (SCC) as well as the many other singular programs like Volunteer Grants program.
 - **'Major Grant Programs'** with examples including various State Government Grants, COVID Community Connection & Wellbeing Grants, Federal Government Jobs Fund, and the Crown Reserve Improvement Fund.
- 1.7 This Policy does not relate to, nor include income, equipment or services via gifts, bequests, estates, corporate partnerships, sponsorships, royalty payments and grants from Scouts Australia, other branches of Scouts Australia, the Lord Baden-Powell Society

nor any other Scouts-affiliated entity (e.g. the World Scout Foundation and the Asia Pacific Region Foundation), where payments would be made through Scouts Australia.

2 Objective

- 2.1 Establish an effective, accountable, and transparent Scouts NSW framework with regards to applying for, submitting, managing, and administering all external grants and their associated funding.
- 2.2 Scouts NSW external and major grants processes are intended to ensure successful approved applications for, and use of, external and major grant funding that is aligned with the ongoing sustainable delivery and support of scouting by Scouts NSW.
- 2.3 SSC will facilitate and manage uniform administrative requirements for the preparation, submission and processing of all external and major grant applications of more than \$10,000 + GST and their associated administrative actions, including funding deeds and agreements.
- 2.4 Scouts NSW Formations include, but are not limited to, all Scout Groups, all Rover Units, all Districts, all Regions, all State, all Fellowships, all Gang Shows, all Campsites, and all Air, Water and State Activity Centres.

3 Policy Statement

- 3.1 Scouts NSW will comply with all legislative and risk management requirements.
- 3.2 To ensure excellence in governance and management of reputational risk, all external and major grant applications and submissions must be made under the auspices of Scouts NSW (ABN 42 460 434 054). The only email addresses that are to be used in any aspect of external grants documentation are Scouts NSW email addresses. No personal emails or other forms of emails are acceptable.
- 3.3 **Integrity:** Applying and submitting for external and major grants as well as administering external grants is conducted in a manner that protects the integrity of the Scouts NSW brand, image and reputation.
- 3.4 **Cooperation:** Formations proactively establish and continue to manage a positive relationship with their LGA Councils, State and Federal Government and philanthropic organisations based on mutual assistance and shared goals.
- 3.5 **Consistency:** Scouts NSW external and major grants administration procedures are consistently applied across all external grant applications, including their strategic approach, their comprehensive application supported by relevant business case and their final submissions.
- 3.6 **Coordination:** Outcomes are improved through better alignment of strategic planning and external grant opportunities across all of NSW. This requires each Formation to have a strategic plan that encompasses the benefits sought by external and major grant funding. The Formation has key input into the grant submission as well as the project planning and execution. The Formation may only lodge the formal submission of an external and major grant of \$9,999.99 + GST or less.
- 3.7 **Approval:** Scouts NSW requires that all external and major grant applications (as defined in Clauses 1.6 and above \$10,000 + GST) have the full support and formal approval of the

Scouts NSW CEO, prior to their submission. Where relevant (e.g. relating to Group and Region facilities and operations) all applications will also demonstrate transparent awareness, endorsement and approval of their Region Executive Committee (represented by the Region Commissioner or other nominated Region representative), and that such awareness, endorsement and approval is aligned with Scouts NSW strategies in supporting the Formation's 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 Prior to a Formation submitting an external grant application, a Formation must be a viable Formation, unencumbered with current debt to Scouts NSW, nor have previous debt with Scouts NSW, being managed through a repayment agreement, unless the approved grant application itself has the purpose to relieve the financial pressure or repay debt
- 4.2 Each Formation is responsible for contacting the SSC (Grants@nsw.scouts.com.au) for the issuance of its Grant Reference Number (GRN). This is a unique identification number that references all stakeholders against each, and every external and major grant applied for within the grants database.
- 4.3 External grant providers require grants to be lodged by the legal entity that holds our Australian Business Number (ABN). The legal entity for Scouts NSW is 'The Scout Association of Australia NSW Branch'. Therefore, to comply with this requirement, all external and major grant applications must be made under the auspices of The Scout Association of Australia NSW Branch (ABN 42 460 434 054), not the individual Scout Formation, nor related party, nor any individual, nor any other Scouts NSW entity (e.g., Gang Show).
- 4.4 Each grant application must be supported with an applicable quote or cost estimate from a suitable supplier, that complies with Scouts NSW POL31: Conflicts of Interest Policy.
- 4.5 Each grant application must be supported in some capacity with a Business Case. Specific details of each Business Case are as follows:
 - **Simple Business Case** accompanying each grant application between \$0 and \$9,999.99 + GST (template supplied by the SSC and completed by the Formation).
 - **Detailed Business Case** accompanying each grant application between \$10,000 and \$149,999.99 + GST (template supplied by the SSC and completed by the Formation).
 - **Comprehensive Business Case** accompanying each grant application in excess of \$150,000 + GST (template supplied by the SSC and jointly completed by the Formation and the SSC).
- 4.6 Grant applications between \$0 and \$9,999.99 + GST, must be presented, together with a Simple Business Case and all supporting information, to its Region Office for review, prior to submission with the funding body, by the specific Formation itself.
- 4.7 Grant applications between \$10,000 and \$149,999.99 + GST, must be presented, together with the Detailed Business Case and all other supporting information, to the Scouts NSW CEO for review and authorisation, prior to submission with the funding body, by the SSC.

- 4.8 Grant applications in excess of \$150,000 + GST must be presented, together with the Comprehensive Business Case and all other supporting information, to the State Asset Committee as well as the State Finance Committee for review and authorisation, prior to submission with the funding body, by the SSC.
- 4.9 Each Business Case scenario must ensure that all ongoing operating Costs don't outweigh any anticipated Incomes and apply negative stress to existing Operating Budgets and their financing.
- 4.10 All external and major grant applications must follow the SSC procedures within this Grants Policy and as outlined and regularly updated in the Grants Toolkit found on the grants page of the Scouts NSW website (<https://nsw.scouts.com.au/members-services/grants-for-groups/grant-writing-resources/grant-toolkit-and-faq/>).
- 4.11 Prior to any authorisation of an external or major grant application by Scouts NSW, all Formations must have completed and supplied their most current Annual Report Presentations to their Region for forwarding onto the State Finance Committee. These Annual Report Presentations (ARP) must include:
- AR1 – Annual Income and Expenditure Form
 - AR2 – Annual Reconciliation Reports
 - AR3 – Fund Raising Form
 - P10 – Property Hazard Report Form or equivalent
 - Legal Compliance forms (Annual Fire Safety Statement, etc)

The Region may outline exceptional circumstances for a Formation where this may not be practical, at that point in time. Where this applies, the Region is responsible and accountable for assisting the Formation to become compliant with the requirements as soon as practicable.

5 Reference Summary

TASK	FORMATION	STATE SERVICE CENTRE (SSC)
<p>Ensure Formation's ARPs are presented to Region and SAC, including:</p> <ul style="list-style-type: none"> • AR1 – Annual Income and Expenditure Form • AR2 – Annual Reconciliation Reports • AR3 – Fund Raising Form • P10 – Property Hazard Report Form or equivalent • Legal Compliance forms 	X	
Use Scout NSW ABN (42 460 434 054) , GST and NFP/Charity ACNC NSW fundraising number 12343) details for Scout Association of Australia NSW Branch.	X	X
Use State Service Centre address and Grants email address: Level 1, Quad 3 102 Bennelong Parkway Sydney Olympic Park, NSW 2127 Grants@nsw.scouts.com.au	X	X
Secure unique Grant Reference Number (GRN) from SSC for mandatory inclusion into documentation.	X	X
Allow for a minimum of 5% of total project costs for grant administration and project management cost allocation relevant to each grant submission, where permitted by the grant provider's terms and conditions.	X	X
<p>Prepare the relevant 'Business Case' outlining your asset, equipment or human development need/s, your intended usage, your budget, any additional incomes that assist financial sustainability, all anticipated costs, supporting quotes, development consent, and landowner's consent to procure the specific goods or services.</p> <p>Business Cases apply to:</p> <ul style="list-style-type: none"> • <u>Grants between \$0 and \$9,999.99 + GST</u> <ul style="list-style-type: none"> ○ Simple Business Case (template supplied) ○ Present to Region for review ○ Formation to submit directly to funding body • <u>Grants between \$10,000 and \$149,999.99 + GST</u> <ul style="list-style-type: none"> ○ Detailed Business Case (template supplied) ○ Present to Region for approval ○ Region to present to CEO for approval ○ SSC to submit to funding body • <u>Grants above \$150,000 + GST</u> <ul style="list-style-type: none"> ○ Comprehensive Business Case (template supplied and jointly completed by the Formation and the SSC) 	X	X
File name	POL43 - Grants Policy for External & Major Grants V2.9	page 6 of 9

<ul style="list-style-type: none"> ○ Present to Region for approval ○ Region to present to SAC & SFC for approval ○ SAC & SFC to present to CEO for approval ○ SSC to submit to funding body 		
Formation to lodge all Reports and Acquittal documentation for external and major Grants below \$9,999.99 + GST	X	
SSC to lodge all Reports and Acquittal documentation for external and major Grants above \$10,000 + GST		X
<p>Deliver your approved Grant products or services and undertake all project management. Grant values for the application of quotes are as follows:</p> <ul style="list-style-type: none"> • One (1) written quote secured by the Formation for the procurement of products and services relating to each grant between \$0 and \$9,999.99 + GST. Note: larger and more complex projects must not be broken into multiple, separate, and related components to fall under this \$9,999.99 + GST authorisation ceiling. • Three (3) written quotes secured by the Formation for the procurement of products and services relating to each grant between \$10,000 and \$149,999.99 + GST. • Public Tender must be performed by the SSC for the procurement of products and services relating to each grant in excess of \$150,000 + GST. 	X	
Retain all financial records , insurance certificates, progress photographs, and product operational manuals for acquittal and auditing.	X	
Manage grant funds , generate Tax Invoices, pay suppliers. Note no inter-branch or region transfers to be actioned. Each GRN relates to a single property only, not a branch nor region.	X <i>(less than \$9,999.99 + GST)</i>	X <i>(over \$10,000 + GST)</i>
Provide Progress and Milestone Reports to SSC for compliance with Funding Deed at Grants@nsw.scouts.com.au	X	
Provide supporting documentation to SSC to assist with final Acquittal Report to comply with Funding Deed.	X	

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

6 Engagement of Work(s) Providers via Contracts

6.1 For any external and major grant application to be prepared you must include merit-based decision making from your Formation's annual planning. The grant must be used for the purpose for which it has been approved, as set out in the Funder's Award Letter. Items not approved will not be funded and must not be purchased with grant funds.

- 6.2 The procurement and provision of materials, equipment and services are to be provided to Scouts NSW in a transparent, competitive, and fit-for-purpose manner, governed with integrity.
- Quotes required for each grant value are as follows:
- One (1) written quote secured by the Formation for the procurement of products and services relating to each grant between \$0 and \$9,999.99 + GST. Note: larger and more complex projects must not be broken into multiple, separate, and related components to fall under this \$9,999.99 + GST authorisation ceiling.
 - Three (3) written quotes secured by the Formation for the procurement of products and services relating to each grant between \$10,000 and \$149,999.99 + GST.
 - Public Tender must be performed by the SSC for the procurement of products and services relating to each grant in excess of \$150,000 + GST.
- 6.3 Where a contract for property, materials, equipment, 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 by the Scouts NSW Grants Manager (Grants@nsw.scouts.com.au), prior to any SSC approval for execution.
- 6.4 All external and major Grants must include a 5% minimum allowance for Project Management and grant administration, where permitted by the grant provider's terms and conditions. Many grant providers accept that project management (including by the SSC) is a permissible fee, in addition to, your Formation's estimated costs of your grant request.
- 6.5 Grant funding is sometimes awarded inclusive of Goods and Services Tax (GST). Scouts NSW is registered for GST and is responsible for remitting the GST component of any grant funding to the Australian Tax Office (ATO).
- 6.6 Most external and major grants apply Milestones to their schedule of works for Scouts NSW to demonstrate the completion of each stage of the project. Sometimes due to the timing of these Milestones, supplier Tax Invoices can exceed the amount of grant funding received, resulting in a period of negative cash flow. Any negative cash flow value must be funded by the Formation itself for the full duration of the shortfall and the Formation must not rely upon Scouts NSW for any shortfalls or bridging finance required.
- 6.7 When paid directly to the Formation, the Formation must forward their external grant payments to the SSC prior to the SSC making any supplier Tax Invoice payments for materials, equipment, services or works that were procured and supplied to the Formation.
- 6.8 Failure to spend the required allocated amount within the approved period may cause the grant to be wound up. If the Formation is unable to fully expend the grant by the completion date, the Formation should notify the Grants Manager (Grants@nsw.scouts.com.au) to request an extension of time which is deemed sufficient to complete the project. The SSC will liaise with the grant funder to seek time extensions or variations of works, but these are not guaranteed and therefore projects should aim to be concluded within the initial timeframe. If a grant extension is not arranged through this process, the Formation will need to fund the completion of the project with its own resources.
- 6.9 Some grants will require a monetary and/or in-kind co-contribution from the Formation to deliver the overall project. In-kind contribution of volunteers' hours must be recorded together with the agreed \$ hourly rate to determine a relative value of in-kind contributions

throughout the project to complete the acquittal. If the cost of the project exceeds the grant funding amount, then the Formation needs to meet this financial shortfall.

- 6.10 On completion of the project, the Formation must complete the requirements set out in the grant funder's terms and conditions. In most cases evidence of expenditures will be required to document the project activities and benefits. Where grants also require evidence of the funding being acknowledged with appropriate signage, public notices and press releases, these will all be co-ordinated by the Grants and Marketing teams at the SSC. For Government funded grants, a Formation should consider sending a 'Letter of Thanks' to the local MP and recognise the funding at their Annual General Meeting.

7 Other related Policies, Procedures and Practices

This Grants Policy for external and major grants should be read in conjunction with the following policies, procedures and practices that provide a detailed compliance framework for Scouts NSW:

- POL31: Conflicts of Interest Policy
- PRO37: Conflicts of Interest Procedure
- PRTCL05: Code of Business Ethics
- POL32: Limits of Authority Policy
- POL04: Personal Interest Policy
- Grants Toolkit (*password = Scouts*)