



POLICY

Scouts NSW-Grants Policy



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

Chief Executive Officer signature		Chief Commissioner signature	 17/03/2026
Sponsor	Manager Grants		
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1 Purpose

- 1.1 Grant 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 Grant programs have legal and financial requirements. Failure to comply presents a brand, image, and reputational risk to Scouts NSW, which may render all Scouts NSW formations ineligible for future funding from the same funding body.
- 1.3 All new grants require a Grant Reference Number (GRN) which enables the grant to be tracked in the Grants Database. Scouts NSW retains its right to reject and cancel any grant which it has not directly reviewed nor approved prior to the application being made or a GRN being sought.
- 1.4 The Scouts NSW governance framework gives clarity to State Service Centre (SSC), who undertake the development of grant applications and project management, on behalf of Scout members and their Formations. This also ensures adherence more broadly to:
- Scouts' NSW policies including [Limits of Authority Policy](#), the [Sustainable Procurement Policy](#), the [Conflicts of Interest Policy](#), the [Conflicts of Interest Procedure](#), the [Personal Interest Statement](#), and the [Code of Business Ethics](#).
 - A governance policy establishes uniform administrative requirements as part of the grants framework to ensure transparency and clear accountability.
- 1.5 This grants policy applies to all grants external and major and leverages the Grants Database to provide funder-specific reporting for greater transparency and accountability.
- 1.6 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 including the Dick and Pip Smith Leadership Through Adventure Fund – LTAF- (e.g. the World Scout Foundation and the Asia Pacific Region Foundation), where payments would be made through Scouts Australia.

2 Scope

- 2.1 This policy specifically relates to all grant programs that are applied for and received by Scouts Service Centre (SSC) on behalf of The Scout Association of Australia -NSW Branch (Scouts NSW) as well as Scout NSW Formations that directly apply and receive assistance.
- 2.2 This policy does not apply to grants provided by Scouts NSW, such as the Family Support Fund, an internal grant.

3 Objectives

- 3.1 Establish an effective, accountable, and transparent Scouts NSW framework with regards to applying for, submitting, managing, and administering all grants and their associated funding.

- 3.2 Scouts' NSW 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.
- 3.3 SSC will advise & support Formations on their administrative requirements for the preparation, submission, and processing of all grant applications.
 - 3.3.1 This is inclusive of GRN Request Forms, Landowners Consent Forms, DA Determination requirements, Applications, Funding Deeds, Progress Reports, Contract Variations, and Acquittals.
- 3.4 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.

4 Policy Statement

- 4.1 Scouts NSW will comply with all legislative and risk management requirements.
- 4.2 To ensure excellence in governance and management of reputational risk, all grant applications must be made under the name of The Scout Association of Australia – New South Wales Branch (ABN 42 460 434 054).
 - 4.2.1 The only email addresses that are to be used in any aspect of grants documentation are Scouts NSW email addresses.
 - 4.2.2 No personal emails or other forms of emails are acceptable to ensure the security and integrity of data.
- 4.3 **Integrity:** Applying and submitting grants as well as administering grants is conducted in a manner that protects the integrity of the Scouts NSW brand, image, and reputation.
- 4.4 **Cooperation:** Formations proactively establish and continue to manage a positive relationship with their Local Government Area (LGA) Councils, State, and Federal Government Members based on mutual assistance and shared goals.
SSC to develop positive and collaborative relationships with all Funders.
- 4.5 **Consistency:** Scouts NSW grants administration procedures are consistently applied across all grant applications. Grants should be sought with a strategic approach, supported by a relevant business case and a final comprehensive application.
- 4.6 **Coordination:** Outcomes are improved through better alignment of strategic planning in parallel with grant opportunities across all NSW.
 - 4.6.1 This requires applicant Formations to develop a business case that aligns to Funder's eligibility criteria; current Landowners Consent and DA Determinations (if a capital works project); plus, all compliant supporting documentation, prior to submitting the application.

The applicant Formation has key input into the grant submission as well as the project planning and execution.
- 4.7 **Approvals:** GRN's for applications between **\$0 and \$9,999 +GST** require approval from a Region Commissioner (**RC**) **only to submit to the Funder**. This is obtained by **SSC**.
 - 4.7.1 GRN's for applications more than \$10,000 have a two-stage approval process.

- 4.7.1.1 **Stage 1 Approval** - Grants over \$10,000 must seek approval at Grant Reference Number (GRN) stage from the Region Commissioner (RC) and Scouts NSW CEO or CEO delegate prior to starting an application. This is obtained by SSC.
- 4.7.1.2 **Stage 2 Approval** - Grants over \$10,000 with existing GRN approval, must seek approval to submit their application from a Region Commissioner (RC) and Scouts NSW CEO or CEO delegate. This is obtained by SSC.

5 Statement of Procedure: Grant Application Principles

- 5.1 To be eligible to apply for a grant, applicant Formations must be viable, 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.
- 5.1.1. Applicant Formations must have completed their current audited ARP1, ARP2, ARP3
- 5.1.2. Applicant Formations must have submitted completed P10 documents into FOLIO.
- 5.2 **Grant Reference Number (GRN)**
- New grant applicants are responsible for obtaining a Grant Reference Number (GRN) from the Scouts NSW Grants for Groups website [Grant Reference Number - GRN](#)
- This is a unique identification number that references all stakeholders including the applicant Formation and Region with Property information against the Funder Program key dates in the Scouts NSW Grants database.
- All new grants require a Grant Reference Number regardless of value.
- Grant Reference Number Requests (GRN) for applications over \$10,000 +GST must seek approval from the Region Commissioner (RC) and Scouts NSW CEO or CEO Delegate prior to starting their application. This is obtained by SSC.
- 5.3 Funders require grants to be lodged by the legal entity who holds an Australian Business Number (ABN). The legal entity for Scouts NSW is “The Scout Association of Australia – New South Wales Branch.” To comply with this requirement, all grant applications must be made under the name 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)
- 5.4 Each grant application must include quotes from approved suppliers and contractors, fully compliant with the [Scouts NSW Conflicts of Interest Policy](#) and the [Scouts NSW Sustainable Procurement Policy](#)
- 5.5 All grant applications must be supported by a Business Case.
- A **Business Case** will outline the objectives, potential benefits, risks, and financial implications associated with the project; and how it aligns with Scouts NSW Strategic Plan. This will be incorporated into the Grant Reference Number Request Form for all grants.

- 5.6 GRN's for applications between \$0 and \$9,999 +GST including a simple business case and supporting documents (quotes and Letters of Support), must be emailed to the Region Commissioner (RC) for approval prior submitting to the Funder. This is obtained by SSC.
- 5.7 GRN's for applications between \$10,000 and \$499,999.99 + GST including a business case and supporting documents (Quotes, Consent and Letters of Support), must be emailed to the Region Commissioner (RC) and the Scouts NSW CEO or CEO Delegate for approval prior submitting to the Funder. This is obtained by SSC.
- 5.8 GRN's for applications \$500,000 + GST or more, must be presented, together with the comprehensive business case and all other supporting documentation, to the State Asset Committee (SAC) and the State Finance Committee (SFC) for ratification, review or noting, prior to submission with the funding body. This is obtained by SSC.

5.8.1 **Criteria** for reviewing large grants may include the following:

Strategic Alignment – Does the project align with Scouts NSW Strategic Plan and long-term objectives?

Strategic Alignment – Will the project deliver measurable benefits to scouting across NSW?

Financial Viability – Does the comprehensive business case demonstrate that ongoing operating costs will not outweigh anticipated income or negatively impact existing budgets?

Financial Viability – Are co-contributions (monetary or in-kind) clearly identified and realistic?

Risk Assessment – Has the business case identified key risks (financial, operational, reputational) and mitigation strategies?

Risk Assessment – Is there a plan for managing negative cash flow during milestone payments?

Project Delivery Capability – Are timelines realistic, and is there a contingency plan for delays?

- 5.9 Each business case scenario must ensure that all ongoing operating costs don't outweigh any anticipated incomes and apply negative stress to exiting Operating Budgets and their financing.
- 5.10 All grant applications must follow the SSC procedures within this Grants Policy which are outlined in the Grants Toolkit and found on the grants page of the Scouts NSW website [Grants for Groups](#)
- 5.11 ARP Documents. Prior to the authorisation of a Grant Reference Number Request, the applicant Formations, must have completed and emailed current Audited Annual Report Presentations (ARPs) to their Region Office before a GRN Request is issued.
- 5.12.1 Formations include Groups, Fellowships, Rover Units & Regions.
- 5.12.2 These Annual Report Presentations (ARP) must include:
- AR1 – Annual Report - Income and Expenditure
 - AR2 – Annual Reconciliation Report
 - AR3 – Fundraising Income and Expenditure
 - P10 – WHS Scout Hall Inspection Checklist submitted via FOLIO

6 Engagement of Works Providers via Contractors

- 6.1 Grant applications must include merit-based decision making from a Formation's annual planning.
- 6.1.1 A grant must be used for the purpose for which it has been approved, as set out in the Funding Agreement. 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.
- 6.2.1 Quotes required for each grant value are as follows:
- **One (1) written quote** secured by applicant Formations for the procurement of products and services relating to grants between **\$0 and \$9,999.99 +GST**.
 - **Three (3) written quotes** secured by applicant Formations for the procurement of products and services relating to grants between **\$10,000 and \$499,999.99 +GST** or less by exception and approval of Scouts NSW CEO or CEO Delegate.
 - **Public Tender** must be performed by the SSC for the procurement of products and services relating to each grant more than **\$500,000 + GST**
- 6.3 **Compliance:** Before any contract for property, materials, equipment, services, or works is signed, the Scouts NSW Grants Manager must confirm that the approved funding agreement meets all governance checks. This includes background, financial, and industry checks are complete. SSC will only approve execution once these requirements are met.
- 6.4 **Project Management Fee:** All new grants must add a 5% Project Management Fee as a minimum requirement to project budgets as permitted by the funding body guidelines.
- 6.5 **Goods and Services Tax (GST):** The Scout Association of Australia – NSW Branch is registered for Goods and service Tax (GST). It is responsible for remitting the GST component of all grants, both income and expenditure, to the Australian Tax Office (ATO).
- 6.5.1 The GST breakdown is included in the Grant Funding Agreement and determined by the Funder. It is subsequently applied to the grant expenditure.
- 6.5.2 GST is managed by the Grants and Finance Teams at SSC.
- 6.6 Most 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 the grant funding received, resulting in a period of negative cash flow. Any negative cash flow must be funded by the Formation itself for the full duration of the shortfall. The Formation must not rely upon Scouts NSW for any shortfalls nor bridging finance.
- 6.7 If a grant payment is made directly to a Formation, it must be transferred to the Scouts Service Centre (SSC) before SSC processes any supplier invoices for materials, equipment, services, or works against that Grant Reference Number (GRN).

- 6.8 If a project is at risk of not meeting its completion date, the applicant Formation must immediately notify the Scouts NSW Grants Manager (grants@nsw.scouts.com.au) to request an extension. SSC will liaise with the Funder to seek time extensions or variations, which are not guaranteed. Proactive communication is essential to avoid grant termination.
- 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 volunteer's 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 applicant Formation needs to meet this financial shortfall.
- 6.10 On completion of a project, the applicant Formation must provide photos of the completed project to SSC. The Grants Team will ensure all Funder requirements have been met according to the Funding Agreement, including expenditure evidence and compliance reporting. Where Funder Acknowledgement is required, such as signage, public notices or media, the Grants Team will communicate with the Communications and Marketing Team to ensure activation. For all grants, Formations should consider sending a "Letter of Thanks" with a photo of the completed project to the Funder and recognise funding at their Annual General Meeting.

7 Other related Policies, Procedures and Practises

- 7.1 This Grants Policy covers all grants and should be read in conjunction with the following policies, procedures and practises that provide a detailed compliance framework for Scouts NSW:
- POL31: Conflicts of Interest Policy [POL31: Conflicts of Interest Policy](#)
 - PRO37: Conflicts of Interest Procedure [PRO37: Conflicts of Interest Procedure](#)
 - PRTCL05: Code of Business Ethics Protocol [PRTCL05: Code of Business Ethics Protocol](#)
 - POL32: Limits of Authority Policy [POL32: Limits of Authority](#)
 - POLO4: Personal Interest Statement [Personal Interest Statement](#)
 - POL05: Sustainable Procurement Policy [Sustainable Procurement Policy](#)
 - Grants Toolkit (Password = Scouts) [Grants Toolkit](#)

8 Review

- 8.1 This policy will be reviewed every two years or as required by changes in legislation.

9 Reference Summary

Task	Formation	State Service Centre (SSC)
<p>Eligibility</p> <p>Forward Formation's Annual Report Presentations (ARPs) to Region Office email address by 30 April, including:</p> <p>ARP1 – Audited Annual Report – Income & Expenditure</p> <p>ARP2 – Audited Annual Reconciliation Report</p> <p>ARP3 – Audited Fundraising Income & Expenditure Report</p> <p>P10 – WHS Scout Hall Inspection Check List</p> <p>P10 document must be submitted into FOLIO</p> <p>Outstanding Invoices</p> <p>Formations must ensure all outstanding invoices are paid to Scouts NSW.</p>	X	
<p>Use The Scout Association of Australia – NSW Branch ABN 42 460 434 054, Registered for GST</p> <p>Scouts NSW is a charity registered with the Australian Charities & Not-for-profit Commission (ACNC)</p> <p>Scouts NSW Authority to Fundraise – authority number CFN 12343</p>	x	x
<p>Use State Service Centre (SSC) address and Grants email in all grant applications as the primary contact.</p> <p>Level 2, Quad 3 102 Bennelong Parkway Sydney Olympic Park, NSW 2127 Grants@nsw.scouts.com.au Phone (02) 9735 9022</p>	x	x
<p>Use the State Service Centre (SSC) Postal Address if the grant application asks for it:</p> <p>P O Box 1025 Lidcombe, NSW 1825</p>	x	x
<p>Secure a unique Grant Reference Number (GRN) from Grants for Groups website GRN Request Form – Mandatory for all new grants.</p>	x	x

<p>Add a minimum of 5% to the total project budget to cover Project Management Fees, where the Funder Guidelines allow such expenditure.</p> <p>Email quotes with your GRN request to grants@nsw.scouts.com.au; SSC will provide a Project Management Fee Quote as a supporting document for your application.</p>	x	
<p>The Grant Reference Number Request Form serves as a project Business Case template, helping Formations plan effectively before grant rounds open. All new grant applications require a GRN and must respond to the below headings:</p> <p>Project Overview</p> <ul style="list-style-type: none"> • A concise description of the project, its purpose, and objectives. • Alignment with the funder’s priorities or community needs. • Alignment to Scouts NSW Strategic Plan <p>Problem Statement or Need</p> <ul style="list-style-type: none"> • Evidence-based explanation of the issue or gap the project addresses. • Data or research supporting the need for the project. <p>Proposed solution</p> <ul style="list-style-type: none"> • How the project will solve the problem or meet the need. • Key activities, timelines, and deliverables. <p>Benefits and Outcomes</p> <ul style="list-style-type: none"> • Expected impact on the Formation and community. • Measurable outcomes and success indicators. <p>Budget and Financial Justification</p> <ul style="list-style-type: none"> • Detailed budget including all proposed costs including project management fee @ 5% if applicable. • Explanation of why the requested funding is necessary. <p>Risk Assessment and Mitigation</p> <ul style="list-style-type: none"> • Potential risks and how they will be managed. 	x	

<p>Sustainability</p> <ul style="list-style-type: none"> • How the project will continue after the grant ends. • Long-term benefits and maintenance plans. <p>Governance and Capability</p> <ul style="list-style-type: none"> • Who will manage the project and their qualifications. • Organisational capacity to deliver successfully. <p>Compliance</p> <ul style="list-style-type: none"> • How reporting, auditing, and legal obligations will be met 		
<p>Grant Reference Number (GRN) approval process</p> <p>GRN's for applications between \$0 and \$9,999 +GST require approval from a Region Commissioner only prior to submitting to the Funder. This is obtained by SSC.</p>	X	
<p>GRN's for applications between \$10,000 and \$499,999 plus GST require a two-stage approval process.</p> <p>Stage 1 – GRN Level Approval</p> <p>Grants between \$10,000 and \$499,999 plus GST must seek approval, at Grant Reference Number (GRN) stage from the Region Commissioner and Scouts NSW CEO or delegate.</p> <p>Approval is obtained by SSC.</p>	X	X
<p>Stage 2 – Application-Level Approval</p> <p>Grants between \$10,000 and \$499,999 plus GST, with existing GRN approval, must seek approval to submit their application to the Funder from the Region Commissioner and Scouts NSW CEO or delegate.</p> <p>Approval is obtained by SSC.</p>	X	X
<p>GRN's for applications over \$500,00 plus GST must present be presented, together with a comprehensive business case and all supporting documentation to the SAC and SFC for ratification, review or noting prior to submitting to the Funder.</p> <p>This is obtained by SSC</p>	X	X
<p>SSC, in partnership with applicant Formations, lodges all required reports including Acquittal Report.</p>	X	X

<p>Formations must provide “before” & “after” project photos and confirm contractor work completion to enable SSC to process invoice payments.</p>		
<p>Deliver all approved grant-funded products or services and manage the project from start to finish. Ensure quotes align with the grant value thresholds outlined in the Grants Policy below:</p> <ul style="list-style-type: none"> • One (1) compliant quote secured by the applicant Formation for the procurement of products and services relating to each item for a grant between \$0 and \$9,999.99 + \$GST. Note: large or complex projects must not split into smaller, related components to avoid exceeding the \$9,999 +GST threshold. • Three (3) compliant quotes secured by the applicant Formation for the procurement of products and services relating to each item for a grant between \$10,000 and \$499,999 +\$GST or less by exception and approval of CEO or CEO Delegate. 	X	
<ul style="list-style-type: none"> • Public Tender must be performed by the SSC for the procurement of products and services relating to each grant more than \$500,000 + GST. <p>For grants exceeding \$500,000 + GST, which require a Public Tender, Formations must demonstrate readiness at the application stage. This includes providing a detailed project scope, estimated budget, and a procurement plan outlining compliance with SSC’s tender process. While this tender process does not need to be completed before application submission, applicant Formations must confirm their commitment to follow SSC’s procurement guidelines, including minimum tender timelines and reporting obligations once funding is approved.</p> <p>Note: Standard Tenders allow at least 25 days from publication to the submission deadline. This period ensures fairness and maximizes supplier participation.</p>	X	X

Refer The Scouts NSW Sustainable Procurement Policy for further details.		
All supporting documentation relating to the GRN must be emailed to grants@nsw.scouts.com.au for secure storage in the Scouts NSW Grants Database to support acquittal and auditing.	X	X
Management of grant funds: Formations will email all approved compliant supplier Tax Invoices to grants@nsw.scouts.com.au for SSC to schedule payment. Invoices received by SSC COB Wednesday will be scheduled for payment on Friday. Note: GRN's are project specific.	X	X
Milestone reporting including progress and acquittal report: SSC will manage all reporting to ensure compliance with delegations, funding deed requirements, and auditing.		X
Formations to provide supporting documentation to SSC to assist with final Acquittal Report to comply with the Funding Deed.	X	
Insurance: Formations to confirm that insurance is in place for any additional value resultant from a grant. It must be incorporated within the relevant Scouts NSW Insurance program email insurance@nsw.scouts.com.au	X	