

Scouts NSW – Grants Team

Build a Winning Community Building Partnership
Application

1 July 2026
7.00pm

grants@nsw.scouts.com.au



What Assessors are looking for in a CBP26 Application



Organisation information



Project Information



Merit Criteria – Strengthen Community Wellbeing



Merit Criteria – Deliver Value for Money



Merit Criteria – Organisation Capacity



Supporting Project Documentation

Organisation Contact

Application Organisation Contact

First Name: Kim

Last Name: Kingston

Email Address: grants@nsw.scouts.com.au

Contact Phone Number: 02 9735 9045

2: Organisation Questions

2.2 Select your organisation type.

Not-for-profit entity incorporated under an Act of Parliament

2.3 Does the organisation have an ABN?

YES – 42 460 434 054

2.5 Is the organisation registered for GST?

YES

2.10 – Act of Parliament- Act no 26, 1928 amended by Act No 45, 1968 and Act no 148, 1986

Public Liability Insurance Certificate of Currency

2.12 Upload your Public Liability Insurance Certificate of Currency

3. Project Information

All the fields in this section are **pre-populated** from your **Expression of Interest (EOI)**

3.5 – Project Location – check this is correct

3.6 Does your project include the purchase of an AED package?

- Yes or No

3.7 Project delivery timeframe, select the option that applies to your project

- **The project will be delivered between 8 May 2026 and 24 January 2028**

4. Merit Criteria: Strengthen Community Wellbeing

This question asks you to support **one or more of the following outcomes:**

- ✓ Vibrant and active communities
- ✓ Sustainable and resilient communities
- ✓ Inclusive and accessible communities

Including:

- ✓ The opportunity the project addresses
- ✓ The intended wellbeing outcomes & benefits
- ✓ The specific changes that will occur.
- ✓ How the project will enhance, expand, or complement existing facilities, services or activities

The Teralba Sugarloaf Scout Group Fire Safety Upgrade is a practical and people focused investment that will significantly improve how this Scout Hall supports young people, volunteers, and the **wider Lake Macquarie Community**. At its core, this project ensures a safer environment; modern fire detection systems, extinguishers, and clearly defined evacuation procedures will greatly reduce the risk of injury and property damage while bringing the facility in line with current Australian standards.

Beyond compliance, the upgrade **strengthens everyday safety and confidence**. Improved emergency lighting, signage, and exit pathways mean faster, clearer evacuations, giving youth members and leaders the assurance that they are protected in any situation. This is critical for parents entrusting the space to their children and for volunteers delivering programs.

The project will also enhance the **usability** and **sustainability** of the hall. Upgraded lighting and electrical systems will improve reliability while reducing energy consumption and ongoing operating costs. This allows more resources to be directed into youth development activities rather than maintenance.

Importantly, these improvements will **expand the hall's capacity to deliver high-quality programs and host external users**. A safer, more reliable facility is better suited for training nights, community events, and venue hire, enabling new revenue streams that support long-term viability.

Overall, this project **transforms the Scout Hall into a safe, efficient, and welcoming community hub, strengthening program delivery, supporting volunteer confidence, and increasing community engagement for years to come.**



4.2 Upload Supporting Documents

Think of **supporting documents** as your **proof**.

They turn your proposal from an idea into something credible.

The clearer and more relevant your evidence, the easier it is for assessors to understand your project and say “**yes**”.

Supporting documents may include:

1. Relevant **plans**, strategies or research including **photos**
2. **Letters of support** from your community for this project

5MB max file size per attachment.

Contact grants@nsw.scouts.com.au if you require documents to be merged.

Briefly explain how the selected groups will benefit from this project

4.4 Benefiting Group – (taken from 4.3)	4.5 What is the intended outcome for this group? 30 words	4.6 Approx. number of people impacted
Families	Families benefit through stronger connections and participation, increasing community engagement, strengthening support networks, and enhancing wellbeing and a sense of belonging.	25
Women	Women benefit through connection, leadership opportunities, and active participation, strengthening confidence, support networks, and wellbeing while increasing engagement within the Teralba Sugarloaf Scout Group and broader community.	50
All young people in the community (12-24)	This project will increase youth membership at 1st Teralba Sugarloaf Scout Group, fostering greater participation, skill development, and stronger community connections among young people.	25

5. Merit Criteria: Deliver value for Money

5.1 Explain why the project costs are reasonable and proportionate to the outcomes and benefits the project will deliver. Reference any quotes. – 250 words

Due to the **regional location of the 1st Teralba Scout Hall**, reasonable efforts were made to obtain multiple quotations; however, only **two electrical quotes** and **one quote for the exit doors could be secured**. The specialised nature of the works, fire safety and electrical upgrades, requiring licensed contractors, combined with limited supplier availability in the area, constrained the number of providers able to quote. All contractors engaged are appropriately qualified and experienced in delivering compliance works for community facilities, and the approach reflects typical procurement practice in regional NSW.

The quotations received were assessed for completeness, **compliance with relevant Australian Standards, and overall value for money**. The pricing between the quotes was comparable, indicating they reflect current market conditions, including increased material and labour costs. The selected quote represents the most advantageous balance of cost, capability, and delivery timeframe.

These upgrades are essential to ensure the hall meets current safety and regulatory requirements, enabling its continued lawful operation. The project will directly **support increased and sustained community** use by providing a safe, compliant venue for youth programs, volunteer activities, and broader community events.

Importantly, **the investment is proportionate to the outcomes**. For a modest capital cost, the project secures the long-term viability of a key community asset, reduces risk to users, and supports increased participation and engagement. Without these works, the hall would face restricted use or potential closure, significantly impacting the local community.



Teralba Sugarloaf Scout Group

Registered as 1st Teralba Sea Scout Group: 1916
Reregistered as Teralba Sugarloaf Scout Group: November 2023
Diane Bellette – Group Leader
Diane.bellette@nsw.scouts.com.au



30 June 2026

To Whom It May Concern,

Re: Confirmation of Co-Contribution Funding – GRN 2858

Community Building Partnership 2026 Application - CBP26029lakemac
Project: 1st Teralba SugarLoaf Scout Group - Upgrade Fire Safety Upgrade

I am writing on behalf of **Teralba Sugarloaf Scout Group (32492)** to formally confirm our commitment to provide a co-contribution towards the above-mentioned project as part of the Community Building Partnership 2026 funding application.

Contribution Details

Teralba Sugarloaf Scout Group commits to contributing a total of **\$455 PLUS GST** towards the project. This contribution will be provided in the following form:

- ☐ Cash contribution: \$455 PLUS GST

Commitment Statement

This contribution has been formally approved by **Teralba Sugarloaf Scout Group Executive Committee** and will be made available specifically to support the delivery of the project outlined in the funding application, subject to the project being approved.

We confirm that the contribution is:

- Directly allocated to this project
- Available within the project timeframe
- Not contingent on other external funding (unless specified)

Declaration

I certify that the information provided in this letter is true and correct and that **Teralba Sugarloaf Scout Group** is committed to providing the co-contribution as outlined above.

If further information is required, please do not hesitate to contact me.

Yours sincerely,

Diane Bellette
Leader in Charge
Teralba Sugarloaf Scout Group

Signature: 

5.6 Evidence of Co-contribution

The Grants Team is building a **Confirmation of Co-contribution Funding** for each project and will release these to applicants in the coming days.

These Letters must be signed and loaded into the application at question **5.6 – Upload evidence of confirming funding contributions**.

5.9 Budgets ex GST

5.9 Item or service description	5.10 CBP Funding ex GST	5.11 Organisation Contribution ex GST	5.12 Total Cost ex GST
Supply of aluminium entry ramp and handrails	\$18,000	\$4,000	\$22,000
Builder to install entry ramp and handrails	\$9,000	\$2,000	\$11,000
Concrete landing and surface preparation works	\$5,000	\$1,000	\$6,000
Project Management Fee (5%)	\$1,600	-	\$1,600
Project Budget Totals			
Total CBP Funding	\$33,600		
Total Org Co-contribution		\$7,000	
Total Grant Request	\$33,600		
Total Project Budget			\$40,600

6. Merit Criteria: Organisational Capacity

6.1 Tell us about the resources and skills within the organisation that will support delivery of the project on time and within budget.

The **TeralbaSugarloaf Scout Group - Fire Safety Upgrade project** will be supported by a strong combination of organisational capability from **Scouts NSW** and **committed local volunteer leadership**. The Scouts NSW State Team, including the Grants, Property, Finance, and Risk units, provides structured oversight, governance, and technical expertise to ensure the project is delivered on time and within budget. These teams have extensive experience managing community infrastructure projects, including planning, procurement, contractor engagement, and compliance with safety and regulatory standards.

The Grants Team ensures **compliance** with all reporting, governance, and funding conditions. Their experience with similar infrastructure and community projects enables them to anticipate potential risks and implement mitigation strategies early. They coordinate documentation, reporting, and stakeholder communication, ensuring that all obligations are met on time.

At the **local level**, the **1st TeralbaSugarloaf Scout Group volunteer team** plays a critical role in project delivery. The team **brings strong community knowledge, hands-on coordination, and oversight of site access and day-to-day progress**.

Together, this **combined structure ensures clear accountability, effective communication, and disciplined project management**. Defined roles, regular progress monitoring, and established procurement processes will enable timely decision-making and issue resolution. This integrated approach ensures the project is well-resourced, professionally managed, and capable of being delivered within agreed timeframes and budget, while achieving high-quality, compliant outcomes for the community.



Experience

Digitising the Grants Database now enables the Grants Team to efficiently draw on historical data and insights to better inform and support applicants in preparing strong submissions.

We have prepared a database of **application specific data** that you can draw from to fill in these questions.

This will be available to applicants in excel format on 2 July 2026.

The requirement is **one**, the maximum is **three**.

Supporting Project Documentation

	Document	Check
1	Valid and current Certificate of Currency for Public Liability Insurance with a minimum cover of \$5million	
2	Development Determination , approval or exemption – refer question 7.12 and an explanation is required.	
3	Landowners Consent for capital works projects to commence work upon approval of this grant If a Freehold Property, please tick “Other”	
4	Quotes for the approved scope of work noted in the Landowners Consent	
5	Letters of Support for project from Community	



Scouts' NSW approval to submit to the Funder

Applications close **Friday 17 July 2026**.

Applicants must **obtain approval** from senior management **to submit their GRN / application to the Funder**.

Please email the following documents to grants@nsw.scouts.com.au no later than **Thursday 16 July 2026** so we can start this process:

1. Final Draft Application
2. All Quotes
3. Signed Landowners Consent
4. Letters of Support

The Grants Team will revert with the approval as soon as it becomes available.

Reach out if you have any questions.

Reference Page

- Community Building Partnership website [Community Building Partnership 2026 | NSW Government](#)
- CBP Landowners Consent Form [Community Building Partnership - Owners Consent Template \(1\).pdf](#)
- Scouts NSW Website / Grants for Groups / Key Information [Key Information - Scouts NSW](#)
- SmartyFile [Grants for Groups - Scouts NSW](#)

