

Scouts NSW – Grants Team

Get Grant Ready: A Scouts Grant
Workshop

17 June 2026

7.00pm





Step 1 – Eligibility

Is your Group eligible to apply for grants?

To be eligible for a Grant Reference Number (GRN), your Group must have submitted the following **current (completed Dec 2025)** documents:

- ARPI – Audited Annual Report
- ARP2 – Audited Reconciliations
- ARP3 – Audited Fundraising Report
- P10 – WHS Scout Hall Inspection Checklist

Groups must have **no outstanding invoices** to Scouts NSW.

Step 2 - Identify & Prioritise Project Needs

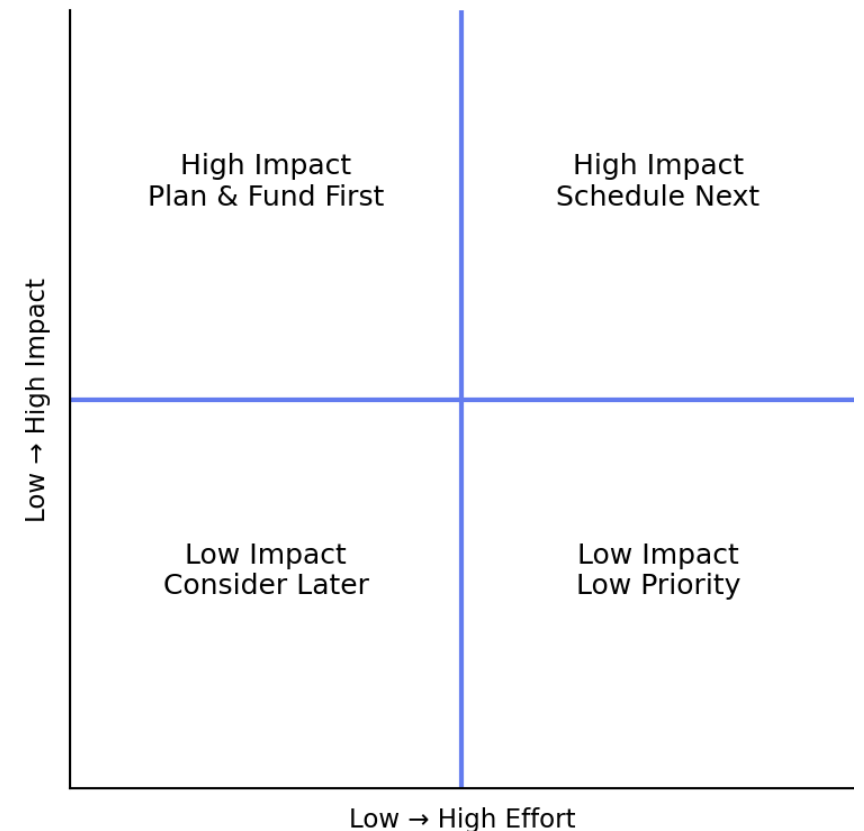
In **collaboration** with your **Group Executive**, plan the **projects** you would like to achieve **over the next twelve months**. Use this simple matrix to prioritise those projects.

High Impact, Low Effort – **Priority projects** – ideal for grants applications

High Impact, Higher Effort – Plan ahead – Larger grants, staged delivery

Low Impact, Lower Effort – **Quick wins**- Small grants

Low Impact, High Effort – **Reconsider** – often not worth pursuing.



Priority Projects: High Impact and Low Effort

- **Safety Enhancements**
 - Implementing lighting, fencing, and emergency exits reduces risk and demonstrates strong duty of care.
- **First Aid and Training**
 - First aid supplies and skills training support preparedness and deliver measurable youth development outcomes.
- **Community Service & Maintenance**
 - Community activities and minor facility repairs protect investments and strengthen local partnerships



Strategic Projects: High Impact and Higher Effort

- **High-Impact Strategic Initiatives**
 - Strategic projects require significant effort but drive long-term growth, capacity, and sustainability in programs.
- **Infrastructure and Eco-Friendly Projects**
 - New buildings and eco-friendly systems expand capacity and align with sustainability goals, requiring capital investment.
- **Adventure Equipment and Large Events**
 - Purchasing adventure gear and organising large camps enhances engagement but demands training and logistics management.
- **Phased Implementation for Funding**
 - Breaking projects into phases with milestones improves grant readiness and reduces funders' perceived risks.



Quick Wins and Project to Reconsider

- **Quick Win Projects**
 - Quick wins are low impact, low effort projects that maintain momentum and support inclusion and minimal resources.
- **Projects to Reconsider**
 - Low impact, high effort projects require reconsideration due to their limited strategic benefit and high resource consumption.
- **Strategic Project Focus**
 - Reframing low impact projects by bundling with high-impact outcomes helps protect volunteer capacity and mission focus.

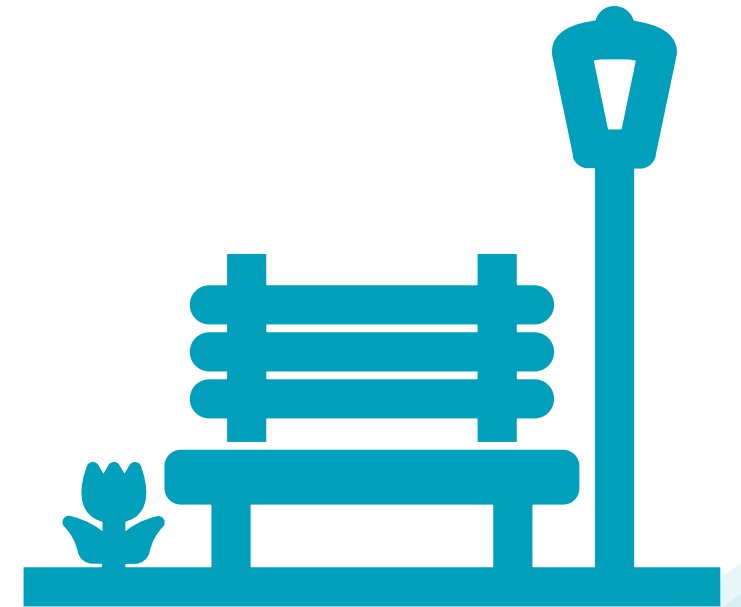


Step 3 – Project Categories

Begin by identifying what is **needed** – not what funding is available.

Projects typically fall into four categories:

- **Community Engagement** - Building membership, encouraging volunteering, improve inclusion, wellbeing or environmental outcomes, building partnerships between Groups
- **Equipment and Resources** - Camping gear, safety equipment, technology
- **Activities and Training** - Leadership training, community programs, major events
- **Capital Works** – Hall upgrades, safety improvements, accessibility works




Step 5 -
Questions
Applicant
Groups should
consider before
moving forward.

Do I have a Scouts email address?


What is limiting this project right now?

Are there safety, compliance or insurance risks?

What will have the greatest benefit to youth and community?



Step 6 Define Your Scope of Works



A clear scope is essential to move your project forward. It supports:

- Grant Reference Number (GRN) Requests
- Quotes
- Grant applications
- Funding Agreements
- Acquittal Reporting

Strong planning upfront = Stronger funding outcomes

Request a Scope of Works

Email a brief project outline to grants@nsw.scouts.com.au

Email Subject: Scope of Works Required

Receive a tailored scope template to support GRN, quotes, and funding.

Step 7 - Apply for a Grant Reference Number (GRN)

Grant Reference Number Request Approval Threshold		
Grant Value (ex GST)	Internal Approval Required	Stage of Approval
\$0 - \$9,999	Region Commissioner (RC)	Final approval to submit application to the Funder
\$10,000 - \$499,999	Region Commissioner (RC) & Chief Executive Officer (CEO) or CEO Delegate (CEO Delegate)	Two-stage approval: (1) – GRN Approval prior to application development (2) – Final approval to submit application to the Funder
\$500,000 – and above	State Asset Committee (SAC) & Finance, Audit, & Investment Committee (FAIC), plus Region Commissioner (RC) & Chief Executive Officer (CEO) or CEO Delegate (CEO Delegate)	Two-stage approval: (1) – GRN approval, committee review/ratification (2) - Final approval to submit application to the Funder via SAC, FACIC, RC, & CEO or CEO Delegate

A **Grant Reference Number** is mandatory for **all** new grant applications.

It ensures projects are tracked, approved internally, and meet governance requirements.


This is the responsibility of the Grants Team.

Grant Reference Number Request Form [Grant Reference Number \(GRN\) Request Form](#)

Step 8 - Grant Reference Number (GRN) requirements

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- Only Grant Reference Number Requests received from **Scout Emails** can be accepted

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- Only **active Members** can **apply for a Grant Reference Number**

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- **Business Case responses are used in the approval process to Senior Management:**
 - **Project Overview, Problem Statement, Solution, Outcomes, Budget incl. 5% Project Management Fee**

Step 9 - Procurement - Quotes

Scouts NSW Grants Policy

Grant Value (ex GST)	Scouts NSW Grants Policy Procurement Requirement
\$0 – \$9,999	Minimum one (1) written quote from a compliant supplier
\$10,000 – \$499,999	Three (3) written quotes from compliant suppliers (unless an exception is approved by the CEO or delegate)
\$500,000 and above	Public tender, managed by the State Service Centre (SSC)

Step 10 - Identifying Grant Opportunities

Once projects are prioritised, and scope of works have been developed, start searching for suitable grant opportunities that align with project goals and eligibility requirements.

Check out Scouts NSW provides access to [Grant Finder - Scouts NSW](#), a customised grants search engine available to all active members, to help identify appropriate funding programs. Groups should review funding guidelines carefully before proceeding.

☐ **Appropriate**

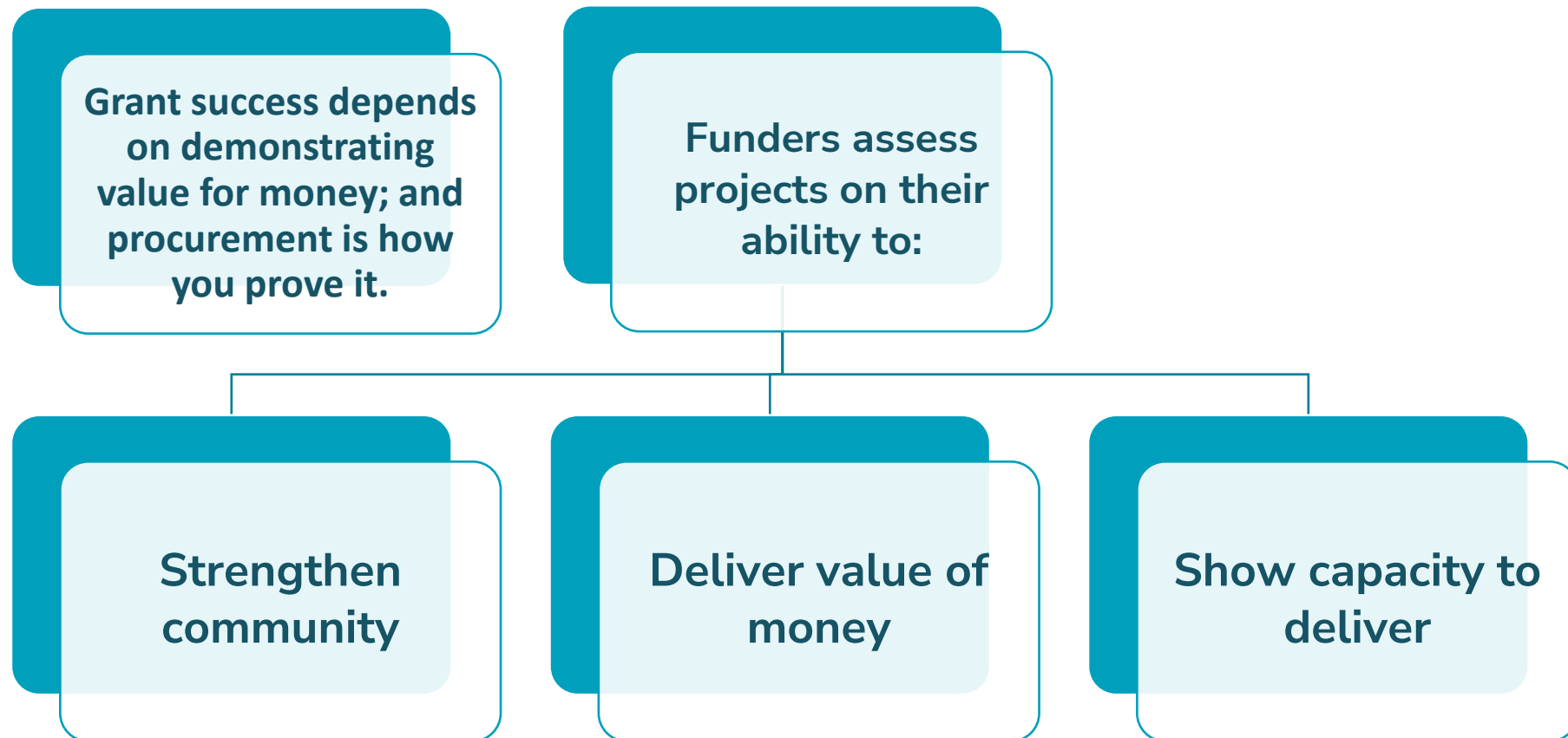
- Aligns with project purpose (e.g. youth equipment)
- Meets eligibility (NSW, NFP, community)
- Right size & capacity
 - ✓ Small grants
 - ✗ Large complex tenders

☐ **Not Appropriate**

- No alignment (e.g. medical, commercial)
- Not eligible (schools/councils only)
- Unworkable conditions (timeframes, reporting)
- Poor use of time (low success chance)



Step 11 - Why following the Scouts NSW Grants Policy strengthens your application



Show how your project can “strengthen community”



Letters of support provide independent validation that your project will:

- **Build vibrant and active communities**(e.g. increased participation, youth engagement)
- **Support inclusive and accessible communities** (e.g. access for diverse groups, disability inclusion)
- **Contribute to sustainable and resilient communities** (e.g. long-term community use, partnerships)

Letters of Support show that:

- There is real community demand.
- The project has board backing and impact.
- You have the capacity and partnerships to deliver.

What “value of money” means in practice



To score strongly in this criteria, your application must clearly show:



Transparent, detailed cost breakdown. Every item explained and justified



Confirmed funding sources. Quotes and evidence to support costs



Multiple quotes or price comparisons. demonstrates costs are reasonable and market-tested.

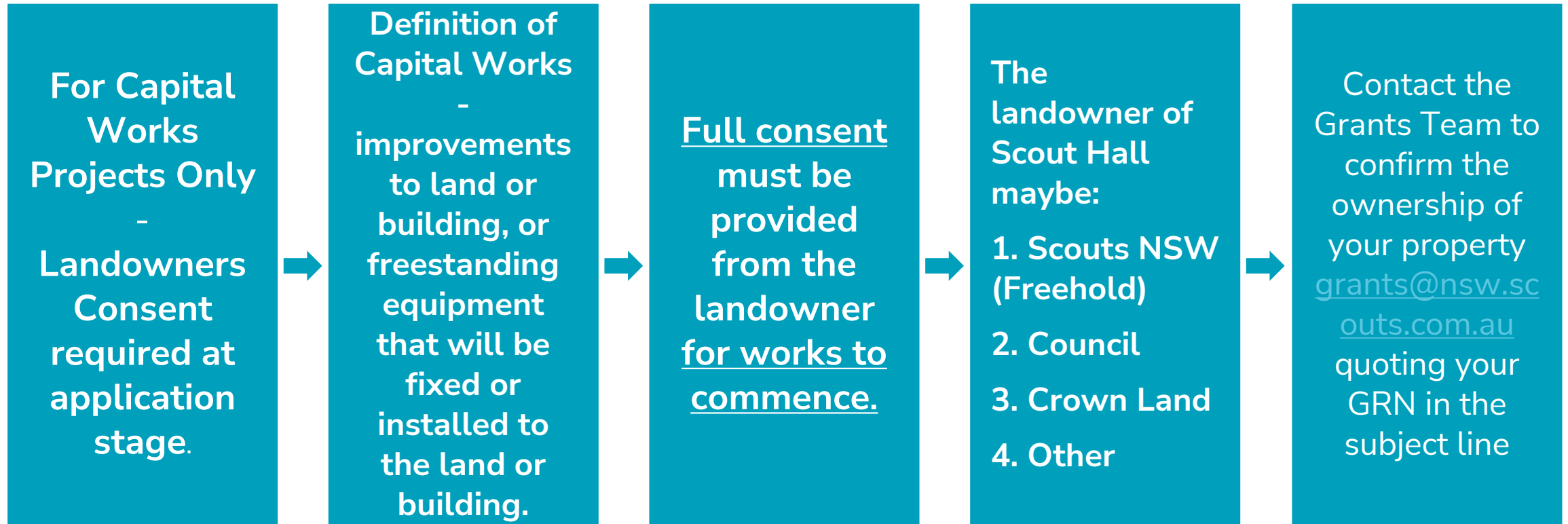
Capacity to Deliver Projects On Time & Within Scope

Centralised grant management ensures every Scout NSW project is delivered successfully, compliantly, and on time.

- **Central Expertise** – The Scouts NSW State Team, including the Grants, Property, Finance, and Risk Units, in collaboration with Volunteer Team, bring significant project management and technical expertise to support projects.
- **Strong Oversight** – Clear tracking of timelines, milestones, and deliverables.
- **Reduced Risk** – Consistent compliance, financial control, and reporting standards
- **Better Outcomes** – Projects delivered on time, within scope, and to funder expectations

This approach **builds confidence**, for funders, our Teams, and the communities we serve.

Landowners Consent



Landowners Consent – Freehold Properties

For Scout Halls which are deemed to be “Freehold Properties”, the legal owner of these properties is **The Scout Association of Australia New South Wales Branch**



At Application stage, if your Scout Hall is a Freehold property, you should state “OTHER” in the SmartyGrants driven applications, rather than “Freehold”.



This will allow Applicants to upload the Landowners Consent that the Grants Team will secure from the CEO Delegate, after a draft application, DA Determination and quotes have been provided.

Development determination, approval or exemption

Projects that seek to **build, upgrade or repair facilities must contact their local Council** with a **detailed scope of work of the intended project** and ask if this project:

- Require a Development Application (DA) or
- Complying Development Certificate (CDC)

If your project is exempt from a (DA) or (CDC), the Funder will require **supporting documentation as proof**, including:

- Current valid notice of determination showing consent has been granted
- Complying development and or construction certificate.

What will **Not be accepted**:

- Planning or zoning certificate
- Receipt for lodgment of DA
- Any document that does not clearly demonstrate DA by the consent authority.

Exemptions – must be in writing highlighting the legislation that exempts this type of development.



Step 12 –
Approval to
submit your
application to a
Funder

When you are ready to submit your final application to a Funder, please email the following documents to grants@nsw.scouts.com.au so that the Grants Team can obtain the relevant approvals.

Please insert your **GRN in the subject line of the email**

1. **Application Final Draft**
2. **Copies of all quotes**
3. **Landowners Consent – if relevant**
4. **Development Application Determination, Approval or Exemption – proof of either**
5. **Letters of Support**

Please note, the Grants Team is available during weekdays. If a grant closes on a Sunday, ensure you plan and seek support well in advance of the closing date.

Collaborating in real time with *SmartyFile*

SmartyFile is a central filing cabinet that gives Applicants access to all submitted applications on the SmartyGrants platform; with a **Scouts email address**.

It enables:

- The **real-time collaboration** with the **State Service Centre Grants Team**.
- Pre-filled grant applications who utilise the SmartyGrants platform

It is mandatory that applicants **assign** their **SmartyGrant applications** to **The Scout Association of Australia New South Wales Branch (the organisation)** upon filling in **an application from a Funder who uses this portal**.

To assign your application(s) to **The Scout Association of Australia New South Wales Branch**, the organisation:

- Go to: <https://app.smartyfile.com.au/>
- Log in using your SmartyGrants email address and your account password.
- Select 'My Submissions' at the top of the page to access your application(s).
- Select the hamburger icon (three horizontal lines) next to your application(s).
- Select 'Assign to org'.
- Select an organisation from the drop-down menu.
- Select 'Assign'

Budgets - Expenditure

As we do not know how grant programs will ask for budget information it is best to define costs transparently. The below table defines, ex GST, what the GST component is, plus the cost-plus GST.

Project Cost					
Item	Quantity	Price per Unit – ex GST	Sub Total – ex GST	GST	Cost + GST
Boat	4	\$12,000.00	\$48,000.00	\$4,800.00	\$52,800.00
Launch Trolley	4	\$4,000.00	\$16,000.00	\$1,600.00	\$17,600.00
Sub –Total Capital Equipment			\$64,000.00	\$6400.00	\$70,400.00
Other Project Costs					
Project Management Fee @ 5%			\$3,200.00	\$320.00	\$3,520.00
Insurance			\$1,000.00	\$100.00	\$1,100.00
On-going maintenance – not covered by grant funds					
Total Other Project Costs			\$4,200.00	\$420.00	\$4,620.00
Total Project Costs			\$68,200.00	\$6,820.00	\$75,020.00

Budgets - Income

As we do not know how grant programs will ask for budget information it is best to define costs transparently. The below table defines, ex GST, what the GST component is, plus the cost-plus GST.

Primary Funding Sources					
Source – Program	GRN	Amount Requested – ex GST	GST	Cost + GST	Notes
Geoffrey Evans Trust	4751	\$65,000.00	\$6,500.00	\$71,500.00	GRN awaiting outcome 15 June 2026
Total Grant Funding		\$65,000.00	\$6,500.00	\$71,500.00	
Co – contribution (Non-Grant Income)					
1 st Olympic Park Scout Group @ 4.92%		\$3,200.00	\$320.00	\$3,520.00	
Total Grant Request by GRN	4751	\$61,800.00	\$6,180.00	\$67,980.00	
<u>Total Project Funding</u>		<u>\$68,200.00</u>	<u>\$6,820.00</u>	<u>\$75,020.00</u>	

Reference Page

- Scouts NSW Grants Policy [Grants Policy - Scouts NSW](#)
- Scouts NSW Grants Toolkit [Toolkit - Scouts NSW](#)
- Grant Reference Number Request Form [Grant Reference Number \(GRN\) Request Form](#)
- Scouts NSW Website / Grants for Groups / Key Information [Key Information - Scouts NSW](#)
- SmartyFile [Grants for Groups - Scouts NSW](#)
- GST Calculator [GST calculator - Moneysmart.gov.au](#)

