

# GUIDELINES FOR SCOUT GROUPS

## 2018 NSW Community Building Partnership Grants

On 7 May 2018 the NSW Government opened a new round of funding (Round 10). Grant funding of up to \$330,000 is available for every electorate.

The closing date for the grant program is Tuesday 15 June 2018 at 5pm.

### **Process for Scout Groups to apply:**

Scout Groups can apply directly. However, you must advise your Region office and send your completed application to the State Office at [CBPG@nsw.scouts.com.au](mailto:CBPG@nsw.scouts.com.au) along with any quotes that you have submitted. Your Group may be required to get more quotes if your project is successful.

### **What if I applied in the last round and was not successful? Can I apply again?**

If you applied in the last round and were unsuccessful and your project still needs to be completed, you can reapply. Please note that you will need to get new quotes for your project.

### **What if I applied in the last round and was successful? Can I apply again?**

While there is no restriction from the NSW government that would stop a second application from being submitted, there may be an increased chance that it will not be granted or it might stop another Scout Group from being successful.

### **If I want to submit an application, what specific things should I keep in mind?**

1. Ensure your project can be completed by 31<sup>st</sup> March 2020. Projects are unlikely to receive extensions.
2. Scouts Australia NSW is the legal entity and therefore *all projects* must be submitted under the organisation, Scouts Australia NSW. You will need to register your project. Please see the 'How to Register Your Project' document for instructions.
3. Try to keep your request for funds to a range between \$5,000 to a maximum of \$20,000. The total project costs might be higher – but the amount you request from the government should be no more than \$20,000. Remember that each electorate is receiving \$330,000 to share amongst council projects and other community groups in the electorate.
4. As a first priority, consider completing safety works to your hall to comply with the safety audits.
5. You will need at least one quote to submit with your on-line application. Please start this process right away. If your project is successful you may be asked to get additional quotes.
6. If your project requires a DA, you will need to provide evidence that this has begun or has been approved. There are now strict timeframes to be met for any project where a DA is required.
7. You will need to provide Owner/Manager's consent. Please check with the Region Office or State Office to determine who needs to provide this. Just because you built the Scout Hall, does not mean that your Group is the owner/manager.
8. Try to include some Group Funds towards the total project cost. However, you must be able to demonstrate to Scouts Australia NSW that you have the funds available if your project is successful.

9. Determine the number of in-kind hours that will be a contribution by your Group to the total project cost. This can be calculated at XX persons times the XX hours times \$25.00 per hour. This is a legitimate contribution to the total project cost.
10. Prioritise your projects so that you stay within the recommended amount.
11. Use the information and templates provided to you by Scouts Australia NSW. If you have any questions, please contact Cassandra Armstrong at the State Office on 9735 9045.