

Volunteer Grants 2018 Template

The 2018 Volunteer Grants Program from the Australian Government is open

The closing date is Tuesday, September 18th at 2pm.

Volunteer Grants 2018 provides funding of between \$1,000 and \$5,000 to help non-profit organisations to:

- purchase portable, tangible, small equipment items to help volunteers;
- contribute to reimbursing fuel costs or pre-paid petrol cards for your volunteers who use their own car for their volunteering work, to transport others to activities, deliver food or help people in need;
- contribute to transport costs for volunteers with disability who are unable to drive;
- contribute to the cost of training courses for volunteers and/or
- undertake background screening checks of volunteers.

The Australian Government has limited the amount of funding requests by an umbrella organisation such as Scouts NSW to \$600,000 per organisation. While this is wonderful news, it still only represents a percentage of Scout Groups in NSW.

Applications that can meet a number of the funding priorities will have a greater chance when reviewed against the criteria.

These priorities include:

- Organisations/community groups that work with disadvantaged communities. This will be prioritised according to the Socio-Economic Indexes for Areas (SEIFA);
- Organisations/community groups that support individuals and communities experiencing disadvantage. This includes organisations/community groups which engage volunteers from disadvantaged backgrounds. Organisations which help more than one disadvantaged group will be assessed more highly;
- Organisations/community groups that have more volunteers than paid staff;
- How many people in the community benefit from the volunteering activity;
- A higher number of volunteers who will directly use the items being bought;
- Organisations/community groups with high numbers of volunteers;
- Organisations/community groups with smaller operating budgets; and a lower total cost for the requested items.

The grant opportunity guidelines can be reviewed [here](#).

The following template has been developed by the Scouts NSW Grants Team to support you with your application process.

If you need assistance completing the application form please contact Cassandra Armstrong, Grants Administrator at cassandra.armstrong@nsw.scouts.com.au or 02 9735 9045.

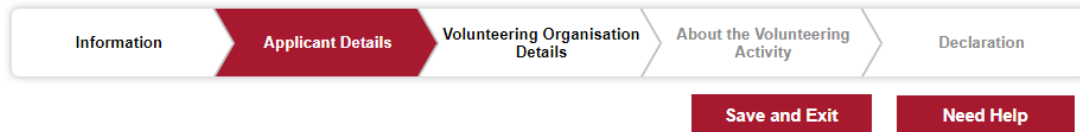
If you have any questions regarding the changes to this grant program and the application process please contact Jay Mendoza, Commercial Manager at jay.mendoza@scouts.nsw.com.au.

Volunteer Grants 2018 Template

Please note – pressing ‘Continue’ will not save your application. Ensure that you save your progress regularly.

Applicant Details

Ensure that you choose the box that states the application is made as “**An individual applying for funding on behalf of a volunteer based organization that is not a legal entity**”



Volunteer Grants 2018

Applicant Details

*Fields marked with * are required*

For further information, please refer to the Grant Opportunity Documents on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Under what type of arrangement is this application being made? *

Note: A legal entity for the purpose of Volunteer Grants is an incorporated entity or an organisation established through a specific piece of Commonwealth or State/Territory legislation. If you are applying as a Trustee on behalf of a Trust, please select the entity type of the Trustee. If the organisation is not a legal entity, (i.e. an unincorporated entity) an individual representing it can apply on its behalf.

You must select one option only.

- A legal entity applying for funding in its own right.
- An individual applying for funding on behalf of a volunteer based organisation that is not a legal entity.

Have you consulted the organisation you are applying on behalf of, and is it in agreement with this application? *

- Yes
- No

Is the organisation you are applying on behalf of not-for-profit? *

- Yes
- No

Contact details

Enter the contact details of the person submitting the grant application – Group Leader, Group Chair, Group Treasurer

What are your contact details? *

Note: These are the details of the individual that will enter into a grant agreement on behalf of the organisation, should this application be successful.

You will be contacted for matters regarding the application. Please notify the Community Grants Hub via email at support@communitygrants.gov.au if your contact details change at any time.

Title *

First name *

Last name *

Position *

Telephone *

Mobile

Email address *

Organisation name

IMPORTANT: Enter the name of your local Scout Group – DO NOT enter Scouts NSW

What is the name of the organisation you are applying on behalf of? *

Organisation contact person

Complete using the contact information listed below:

Nominate a contact person from the organisation that you are applying on behalf of *

Note: The contact person must be someone other than yourself and have authority to act on behalf of the organisation. Please notify the Community Grants Hub via email at support@communitygrants.gov.au if the contact details change at any time.

Title *

Mr

First name *

Jay

Last name *

Mendoza

Position *

Manager

Telephone *

0297359012

Mobile

Email address *

jay.mendoza@nsw.scouts.com.au

Statement by a Supplier:

Fill in this form with the details of your Group Leader, Group Chair, or Group Treasurer. The form can be found [here](#).

Please attach a completed Statement by a Supplier Form (Reason for not quoting an ABN to an Enterprise) here *

Further information about a Statement by a Supplier is available on the [ATO website](#).

Attachment 1 *



Upload area with a plus icon

Click to Upload

⚠ Provide a completed Statement by a supplier. You must upload this attachment.



Add Attachment

Registered business address

Input the address of your local Scout Hall.

What is the registered business address of the organisation you are applying on behalf of? *

 [Hide instructions](#)

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601

Note: the address fields accept the characters of A to Z, 0 to 9, () . , ' & - / \ @ , all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Unable to validate' following an initial failed validation attempt, the Department will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type *


 Street number, name and type is required.


Suburb/Town *

State *

Postcode *

Validate

 Postcode is required.

 State is required.

 Suburb/Town is required.

Unable to validate

Bank account details

Fill in this section with **Scouts NSW** banking details:

Provide your bank account details *

Note: The bank account nominated will be directly credited should this application be successful.

The funding will only be paid into a bank account whose name clearly relates to the name of the person applying.

Details should include a 6-digit BSB, an account number between two and nine digits and the correct account name.

You can validate your BSB information via the official website [here](#).

BSB number *

032-000

Account number *

001472

Account name *

The Scout Association of Australia NSW Branch

Volunteering Organisation Details

Yearly operating budget

Select the values that best represents the revenue earned from your local Scout Group (usually less than \$20,000).

What is the approximate yearly operating budget of the organisation? *

The operating budget is the costs and expenses associated with running the organisation at the service delivery level, e.g. salaries, rent, utilities, office expenses, etc. The operating budget refers to the organisation whose volunteers will benefit from the Volunteer Grants 2018 funding.

<input checked="" type="radio"/> \$20,000 or less
<input type="radio"/> \$20,001 to \$50,000
<input type="radio"/> \$50,001 to \$100,000
<input type="radio"/> \$100,001 or more

How many paid staff in your organisation

Fill in zero.

How many paid staff work for the organisation? *

Note: Please provide the number of full-time equivalent paid staff only.

How many volunteers in your organisation

Complete for your local Scout Group – this means any adult who volunteers for the Group - not just Leaders.

How many volunteers are there in the organisation? *

Volunteering is defined as time willingly given for the common good and without financial gain (*Volunteering Australia 2015*).

Note: Provide the number of volunteers. Participants and members who are also volunteers should be included.

How many volunteers from this organisation will use the items if successful?

Only include those who will directly benefit, not those who will indirectly benefit.

Remember to include anyone who may use the items through hall hire.

How many volunteers from the organisation will use the items requested in this application (should it be successful)? *

Note: Only provide the number of volunteers. Participants, members and/or clients who are not volunteers are excluded.

Are any of your volunteers in the following groups?

Fill in for your local Scout Group

Are any of the organisation's volunteers in the following groups? (select all that apply) *

Indigenous Australians

People with disability or mental health issues

People from a culturally and/or linguistically diverse background

Unemployed

Under 25 years of age

None of the above

Which groups are supported by your organisation services?

Select all that apply to your Group

Which of the following groups are supported by the organisation's services? (select all that apply) *

Note: Please see Section 5 of the Grant Opportunity Guidelines for information about priority groups for this grant round.

Unemployed people

Families and children/young people experiencing multiple sources of disadvantage and/or at risk of long term disadvantage

Homeless people

Children and families at risk of harm, violence and/or neglect

People with disability or mental health issues and their carers

Indigenous Australians

Vulnerable new migrants and refugees

Older Australians

None of the above

Which best describes your organisation?

Complete as follows:

Select the option that best describes the type of work of the organisation *

<input type="radio"/>	Community / Welfare
<input type="radio"/>	Emergency Services
<input type="radio"/>	Sports / Recreational
<input type="radio"/>	Health / Wellbeing
<input checked="" type="radio"/>	Children / Youth
<input type="radio"/>	Education / Training
<input type="radio"/>	Families
<input type="radio"/>	Animal Welfare
<input type="radio"/>	Environmental
<input type="radio"/>	Arts / Culture
<input type="radio"/>	Hobby / Special Interest

About the Volunteering Activity

Physical address

Fill in the address of your Scout Hall

What is the physical address of the volunteering activity? *

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Postcode *

Validate

Unable to validate

How many community members will benefit?

This questions asks for how many people benefit directly and indirectly from Scouting volunteers in your region. This will usually be “1,001 or more.”

Approximately how many people in the community benefit from the activities of your volunteers? *

<input type="radio"/> 1 to 10
<input type="radio"/> 11 to 50
<input type="radio"/> 51 to 300
<input type="radio"/> 301 to 1,000
<input type="radio"/> 1,001 or more

How much funding is requested for each category?

Fill in according to what you would use the money for if successful.

Item Category *	Funding Requested for Items in each Category *	
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
Computer equipment (e.g. printer, photocopier, computer)	\$0.00	
Contribution to the reimbursement of fuel costs		
Contribution to the transport costs of volunteers with disability		
Contribution to the reimbursement of volunteers training costs		
Contribution to costs of undertaking background checks of volunteers		
Electronic/audio/video/TV (non-computer related)		
First aid and safety		
Heating/cooling		
Household/cleaning items (non-kitchen)		
Indoor furniture and appliances		
Kitchen appliances		
Landscaping/gardening (e.g. trailer, mowing, equipment, gardening tools)		
Leisure and sporting (excludes items for the benefit of the organisation or players)		
Office equipment (non-computer and non-consumables)		
Outdoor furniture and equipment		
Storage		
Tools/power tools/construction tools		
Whitegoods and major appliances		

Select items from the dropdown menu and input the amount requested for each item.

Describe how the money will help your volunteers

Describe how the requested item/s will help the volunteers? *

(Limit: approx 150 words, 1,000 characters) Characters entered:

For this question answer how this money will help volunteers do their job, support their efforts and encourage more people to take part in volunteering. This emphasis in this section should focus on how the grant will benefit the volunteers, not the Scouting youth members.

For instance:

- A ride-on mower will make garden and landscaping maintenance quicker and easier for volunteers meaning they are able to dedicate more time to their important roles of mentoring Scouting youth.
- Due to rising fuel costs, fuel vouchers will mean that volunteers who use their own car to drive youth to activities, especially disabled youth and leaders, will be able to be reimbursed for some of the fuel thus easing the financial burden of their volunteering contribution. They are also an incentive to prospective volunteers that may want to participate in Scouting but do not want to incur too much personal cost.
- Money to support training volunteers, for instance, in First Aid, will help drive the volunteers personal development and improve their skills.

Declaration

Declaration

*Fields marked with * are required*

Do you have any conflicts of interest that may occur related to or from submitting this application? *

Yes No

Please read and complete the following declaration.

 [Hide instructions](#)

I declare that:

- I am an Authorised Signatory for the organisation I am applying on behalf of.
- I have obtained the full knowledge and agreement of the organisation I am applying on behalf of.
- I will provide the funding to the organisation I am applying on behalf of for expenditure on the requested items to benefit the volunteers of the organisation.
- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive a Recipient Created Tax Invoice (RCTI) for this funding if this Application is successful.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I acknowledge that giving false or misleading information to the Community Grants Hub/Department of Social Services is a serious criminal offence. Persons who do so may be prosecuted under Section 137.1 of the *Commonwealth Criminal Code Act 1995*.

I understand and agree to the declaration above. *

Full name of Authorised Officer *

Position of Authorised Officer *

Date *

QUESTIONS

If you have any questions about the application please contact Cassandra Armstrong, Grants Administrator at grantwriter@nsw.scouts.com.au .

If you are having technical problems with the online form or documents please contact the DSS Volunteer Grants toll-free hotline at 1800 020 283 or email support@communitygrants.gov.au