

## SECTION 6 FINANCIAL MANAGEMENT

### 6.5 GRANTS

6.5.1.	<b>OVERVIEW</b>
	<p>The Scout Association of Australia, Queensland Branch Inc., recognises that all Scout Formations rely on funding provided by all levels of Government and other Community Grant Programs and philanthropic trusts and foundations.</p> <p>Grants are funds disbursed by Grant Makers who can be Government Departments, Corporations, Foundations, Trusts, Families or individuals and who provide support for not-for-profit Entities to fund specific projects that help them achieve their own objectives. When accepting grant funding the Formation is entering into an agreement with the Grant Maker to spend the funds in accordance with their terms and conditions. The grant will require compliance and reporting within a Grant Acquittal.</p> <p>Scouts Queensland actively supports Queensland Scout Formations in obtaining grant funding however, The Scout Association of Australia Queensland Branch Inc. as the legal entity, has legal and financial responsibility for all grants applied for under the Australian Business Number (ABN). To manage this responsibility the organisation must have a record of all grant commitments and oversee the effective completion of all grant terms and conditions.</p> <ul style="list-style-type: none"><li>a. Prior to applying for a grant, a Formation must:<ul style="list-style-type: none"><li>i. be financial with the Branch (have no debt) or have a debt which is being managed through a repayment agreement;</li><li>ii. have submitted a current financial return and property return; and</li><li>iii. be a viable Formation.</li></ul></li><li>b. Formations planning facility upgrade projects valued more than \$5,000 must have submitted the F14 Part A building approval form and received 'Approval in Principle', prior to completing a grant application.</li><li>c. In some circumstances an Expression of Interest (EOI) will be requested by the Grant Maker to prioritise which organisations will be invited to apply for a grant. The time between the EOI and the actual grant application deadline is often very short, therefore all approvals and supporting documentation must be in place prior to submitting an EOI to ensure the application meets our eligibility requirements (as defined above in section 6.5.1 a. and b.).</li><li>d. On the application for grant funding, Queensland Scout Formations must apply as a 'Sponsored Applicant' under the auspice of 'The Scout Association of Australia Queensland Branch Inc.'</li><li>e. All grant applications must have the support of the Formation's Group Leader, District and Region Commissioners prior to being forwarded to the Branch Support Office for approval.</li><li>f. A grant application must be submitted through the Branch Support Office if it requires any of the following:<ul style="list-style-type: none"><li>i. ABN number (The ABN is registered in the name of 'The Scout Association of Australia Queensland Branch Inc.'. All applications submitted using the Scouts Queensland ABN must have the support of the Branch Support Office prior to submission);</li><li>ii. details from the 'Sponsor' or 'Auspice';</li><li>iii. a signature (refer QBSI 6.5.1 (f));</li><li>iv. a tax invoice;</li><li>v. a formal acquittal.</li></ul></li></ul>

- g. The only people authorised to sign applications on behalf of the Association are the Chief Commissioner and the General Manager.
- h. Applications for grants are to be lodged with the Branch Support Office at least one (1) week prior to the grant closing date. Grant applications received with less than one (1) week's notice, unless prior notice has been given, may not be accepted or submitted for the current round of grants.
- i. The Branch Support Office should be advised of all successful grant awards. Grant Makers will send a Letter of Offer stating the value and purpose of the grant award and setting out the Funds terms and conditions. They will require a Letter of Acceptance, Funding Agreement or Deed to be completed and signed on behalf of the Organisation. The 'Organisation' they are entering into an agreement with is 'The Scout Association of Australia, Queensland Branch Inc.' as the legally liable entity. All grant agreements must be sent to the Branch Support Office to be completed.
- j. When accepting grant funding the organisation is entering into an agreement with the Grant Maker to spend the funds in accordance with their terms and conditions. Formations are required to meet the requirements of the grant acquittal within the timescale set by the Fund. The grant must be used for the purpose for which it has been approved as set out in the award letter. Items not approved are not funded and cannot be purchased with grant funds.
- k. Grant funding is sometimes awarded inclusive of Goods and Services Tax (GST). Scouts Queensland is registered for GST and is responsible for remitting the GST component of any grant funding to the Australian Tax Office (ATO). When bank account details are requested, grant funding must be paid into the following bank account:

**Bank: Westpac**

**Account Name: The Scout Association of Australia, Queensland Branch Inc.**

**BSB: 034 010**

**Account Number: 822097**

The remainder of the grant funds (excluding GST) will be posted to a unique account set up at the Branch Support Office for each grant awarded.

- l. Some grants will require a monetary and/or in-kind co-contribution from the Formation to deliver the overall project. Any monetary co-contribution must be deposited into the unique grant account at the Branch Support Office, prior to commencing the project. In-kind contribution should be recorded throughout the project in order to complete the acquittal. A template to record in-kind contribution is available upon request.
- m. Formations must forward tax invoices for goods and services to be paid for from grant funds to the Branch Support Office and provide confirmation that the goods and services have been received and the invoice is authorised for payment. It is useful to include photographs to demonstrate progress.

Tax invoices for goods and services are to be made payable by '**The Scout Association of Australia, Queensland Branch Inc.**' or 'Scouts Qld - <name of scout group>' and sent to the Branch Support Office for payment direct from the grant account. The physical address for the project must appear on all invoices as the delivery address or in the body of the invoice. The Formation's grant account will only pay the GST exclusive value and the Branch Support Office will arrange the full payment of the invoice and claim back the GST.

	<p>Where an invoice is received and its value is in excess of the remaining grant funds, the Formation must pay the balance (excluding GST) into the unique grant account before the full invoice can be paid.</p> <ul style="list-style-type: none"> <li>n. Successful grant applications for building upgrade projects that received F14 part A 'Approval in Principle' will need to complete the F14 part B. Only when this is approved, can funds be expended from the grant account.</li> <li>o. Guidance in relation to entering into building contracts with suppliers completing projects funded by a grant, can be found in QBSI 1.1.6, which states that contracts are binding only if signed by the General Manager of Scouts Queensland.</li> <li>p. Failure to spend the required allocated amount in the time period may cause the Grant to close. If the Formation is unable to fully expend the grant by the completion date, it should notify the Grants Officer in writing to request an extension of time sufficient to complete the project. If a grant extension is not arranged through this process the Formation would need to fund the completion of the project.</li> <li>q. On completion of the project the Formation must complete the requirements set out in the Grant Maker's terms and conditions. In most cases evidence of expenditure will be required and may be a report documenting the project activities and benefits. The acquittal may also require evidence of the Fund being acknowledged and appropriate signage, public notices and press releases should be arranged. For Government funded grants, it is good practise for the Formation to send a letter of thanks to the local MP and recognise the funding at the Annual General Meeting.</li> </ul> <p>The above instructions should be followed for all grant applications and specific rules apply for the following funds.</p>
6.5.2.	<p><b>DEPARTMENT OF JUSTICE &amp; ATTORNEY-GENERAL GAMBLING COMMUNITY BENEFIT FUND</b></p>
	<p>The Department of Justice and Attorney General administers the Gambling Community Benefit Fund. There are five grant rounds per year closing on 28 (29) February, 30 April, 30 June, 31 August and 31 October each year. The guidelines and application form are accessible through the Governments online portal.</p> <ul style="list-style-type: none"> <li>a. All applications by Queensland Scout Formations to the Gambling Community Benefit Fund must be submitted through the Scouts Queensland Branch Support Office as the 'Sponsor Organisation'. Under no circumstances are Formations to lodge an application directly as applications must be supported by the legal entity, 'The Scout Association of Australia, Queensland Branch Inc.'</li> <li>b. Formations requesting funding for facility upgrades in excess of \$5,000 must complete the F14 Part A building approval form and receive 'Approval in Principle' prior to submitting the grant application. The F14 Part A process supports the Formation in its grant application by confirming property owner approval and the requirement to obtain competitive quotations.</li> <li>c. Application forms are accessed through an online portal and the Grants Officer will set up Formations on request and a username and password will be issued. Specific grant guidelines for Queensland Scout Formations are provided when a Formation expresses an interest in applying and these should be read in conjunction with the Department's own Funding Guidelines.</li> <li>d. To support the grant application, Formations are required to provide three referees. They do not need to provide letters of support but they must have given consent to having their details being included in the application form. Referees</li> </ul>

	<p>must be from outside of the Scouting Organisation and it is recommended that the local Federal MP, State MP and Local Councillor are contacted for their support.</p> <p>e. Applications must have the support of the Formation's Group Leader, District and Region Commissioners and the F2 checklist must be completed, signed and sent to the Branch Support Office prior to the grant application being submitted. The Chief Commissioner approves all applications prior to submission of the application.</p> <p>f. Applications must be submitted to the Grants Officer at the Branch Support Office at least one (1) week prior to the grant closing date. Grant applications received with less than (1) weeks' notice may not be accepted or submitted in the current grant round.</p>
6.5.3.	<p><b>LOCAL, STATE AND FEDERAL GOVERNMENT GRANT PROGRAMS OR DIRECT GRANTS</b></p> <p>All Local, State and Federal grant program applications and all direct grants written or verbal submissions, must be submitted under the auspice of the Scout Association of Australia, Queensland Branch Inc.' as the Formation is a 'Sponsored Applicant'. The Branch Support Office must be consulted prior to grant program applications and prior to direct grant written or verbal submissions, being provided by Government in accordance with the instructions set out above.</p> <p>A letter of support from the Sponsor Organisation may be required and can be provided by the Grants Officer on request.</p>
6.5.4.	<p><b>OTHER COMMUNITY GRANT FUNDS</b></p> <p>Local Businesses, Clubs, and Organisations provide grant funding to support local community groups in their area of operation. Formations are able to apply to these local funds however if an ABN is required, a signature from the 'Organisation', tax invoice or if a formal agreement and acquittal are requested then a copy of the application must be sent to the Branch Support Office prior to submission.</p> <p>Where the Grant Maker has an online grant application process which requires a unique email address and password, the Formation's login details must be forwarded to the Grants Officer at the Branch Support Office.</p> <p>In all cases, approval from the Group Leader, District and Region Commissioners must be sought prior to submitting a grant application.</p>
6.5.6	<p><b>DEPARTMENT OF NATIONAL PARKS SPORT AND RACING – FAIRPLAY VOUCHERS</b></p> <p>The FairPlay Program assists children and young people who can least afford or may otherwise benefit from joining a sport or recreation club by providing a voucher of \$150 to help pay for membership and/or registration fees.</p> <p><u>Who can apply:</u></p> <ul style="list-style-type: none"> <li>- Children and young people from the age of 5 to under the age of 18 who are residents of Queensland and who hold, or whose parent / guardian / carer holds, a Centrelink Health Care Card or Pensioner Concession Card.</li> <li>- Other children or young people identified by approved referral agents.</li> </ul> <p>There are two rounds of vouchers issued each year (January and July).</p> <p>Parents / Guardians apply for vouchers through the Department of National Parks, Sport and Racing website.</p> <p>'The Scout Association of Australia, Queensland Branch Inc.' is registered to redeem vouchers against the cost of membership and participation. Groups should not try to redeem the vouchers directly as the program registration is in the name of 'The Scout Association of Australia, Queensland Branch Inc.' and as such the organisation is</p>

	<p>responsible for ensuring that the program terms and conditions are adhered to.</p> <p><u>Process for claiming funds:</u></p> <ul style="list-style-type: none"> <li>- Families apply for a voucher per eligible child and if successful, print the voucher, sign it as parent / guardian and present it to the Scout Group.</li> <li>- Section Leader / Group Leader signs as the Club Delegate / Representative.</li> <li>- Vouchers are to be submitted to the Branch Support Office, where the voucher will be redeemed.</li> <li>- For existing members, the full value of the voucher is transferred to the Group's bank account for the funds to be used to pay membership and subscription fees.</li> <li>- For new members, the voucher should be submitted with the A5 application form.</li> </ul> <p><u>What can the Scout Group use the funds for?</u></p> <p>This State Government initiative is intended to assist children/young people who can least afford or may otherwise benefit from joining a sport or recreation club. In keeping with the Fund guidelines, the vouchers can be used for membership and participation fees.</p> <ol style="list-style-type: none"> <li>a. Membership fees - this applies to the annual Scout Youth Membership fee charged by Branch. It also applies to the one-off enrolment fee charged by Branch.</li> <li>b. Participation fees - this applies to both Group Family levies and Section subs. It does not apply to individual items purchased to participate in the activity (e.g. uniform costs), nor does it apply to any camp or activity fees, as these are optional and not a cost of being a member.</li> </ol> <p>The total cost of Scouting for a year is in excess of the \$150, therefore in all cases the full value of the voucher will be redeemed, where membership fees are due to Branch the value of the voucher will be used to pay this fee. If the membership fee is more than \$150 then the balance needs to be paid by the family; if the membership fee due is less than \$150, the Group will be reimbursed the remainder to be offset against the individual's participation fees. Where membership fees have already been paid by the Group, the full value of the voucher will be reimbursed to the Group to be offset against the individual's other participation fees and future membership fees.</p>
6.5.7	<b>GRANT ENQUIRIES</b>
	<p>For all grant enquires please contact:</p> <p>Grants Officer          Scouts Queensland          32 Dixon Street          AUCHENFLOWER QLD 4066</p> <p>Tel: 07 3721 5734          Fax: 07 3870 4960          Email: grants@scoutsqld.com.au</p>