GRANT WRITING FOR SCOUT GROUPS

How to Find a Grant

Scouts SA will send regular updates to Group Leaders as grants become available but feel free to contact us and ask the grants team to be on the lookout for grants especially for a larger project.

Finding the right grant to fit your project is the most important factor in winning a grant for your project. The Scouts SA grants team can assist with this. Feel free to also search online for grants that might be suitable for your project.

It is also important to think more widely about your project and what we do. For example, Scouts SA is about more than a fun exciting youth program, we are also:

- Building community spirit
- Being active
- Involving other sports and recreation
- Increasing participation
- Building resilience
- Working with young people
- Maintaining community facilities
- Strengthening local identity
- Promoting a health and wellbeing (and anti-drugs) message
- Providing leadership training for young people
- Developing teamwork and communications skills
- Encouraging tolerance and inclusivity between people of different cultural backgrounds
- Working with volunteers.

This means you don't have to restrict yourself to sporting and recreation grants – you might be able to apply for funding from other areas such as health, youth, anti-drug and training as examples.

Get onto your local council and local MP's website and sign up for their newsletters as they will let you know when grants become available. Remember to send your application in to Scouts SA Head Quarters for submission- this includes Expression of Interest applications.

What Must your Project have to be Successful?

Funding Bodies need to know that your community has a need and that your Group will be able to meet that need. Below is a list of what agencies look for:

- Projects that will have far-reaching effects in the community
- Projects with strong backing from the community
- Projects that provide a long-term solution rather than a short-term fix.
- Projects that are consistent with their own strategic directions (for example SA Government funding will need to align with the SA Strategic Plan).

Funding Bodies have Little Interest in Funding:

- Infrastructure maintenance
- Projects already commenced
- Ongoing costs such as electricity
- Picking up costs that are the core responsibility of someone else (e.g. the organisation, other government departments etc).

It is very important to not be tempted into applying for funding that is not suitable for your purposes – just because it is there. Make sure that the grant conditions are a good fit with what you want to achieve before commencing an application. Talking to the Grants Team at Scouts SA Head Quarters can be very helpful with this.

Before you Write your Application…

- Read the guidelines carefully and make sure you understand the criteria and the aims of the grant to ensure you are suitable
- Align your application to the outcomes of their strategic plan- how is it benefiting their areas of interest?
- Check the application closing date and aim to have yours submitted as early as possible. Some grants work on the basis of first in, best dressed.
- Some council grants are ongoing and funding is allocated until it runs out, get in early!
- You need to have it submitted to Scouts SA with the signed F5 at least two weeks prior to the closing date
- Ask if another group was successful with a similar project and get tips
- Don't be afraid to ask for help from the Grants Team.

Writing your Application…

Make sure you:
- Copy and paste all the information into a Word document to send with your F5. Do not apply directly to the Grant Body
- Have Group support
- Have DC support
- Have all of your documentation ready. See fact sheet – What do I need?
- Prepare a new application in draft form each time you apply for a grant. Your application must respond to the specific guidelines and criteria for each Funding Body. Don't just copy and paste a previous application- it looks lazy and the criteria may have changed.
- Answer every question on the application, even if it is to says 'not applicable'. This shows that you have read it and understood what was asked.
- Follow the guidelines - your application may not be considered if you haven't followed the Funding Body's guidelines.
- Before sending to Head Quarters ask someone to proof read your work.

Send draft applications and related documentation with the F5 form to **grants@sahq.scouts.com.au**. Allow a minimum two weeks to process.

Filling in the Grant Application

Please leave the organisation or applicant details blank. Scouts SA is the legal entity and registered not-for-profit organisation through the Australian Charities and Not-for-Profits Commission with tax deductible gift recipient status (DGR) attached to our ABN, not individual Scout Groups. We will apply as Scouts SA – 'Example' Scout Group.

For grant funding and other donations, only Scouts SA can issue a tax-deductible invoice.

Funding agreements can only be signed by the CEO or Nominated Officer as holders of the ABN and the legal entity. As holders of the ABN we are legally responsible for the grant and its funds.

Some Grant Bodies may only allow one application per ABN. In these instances, we are able to contact them and ask for the opportunity to 'auspice' or 'parent' a Scout Group. However, if an individual Scout Group tried to apply, they would not allow us to do this and other Groups would miss out.

Scouts SA are legally required to keep the records of grants and financial transactions for 7 years and may be subject to audits. Please see the section F5 Branch Grant Endorsement within this document for more information.

Project Name

Give the project a brief name in less than 4 - 10 words. This is not the project description and will often be used for headings or lists for the Funding Bodies Annual Report or published results. Example: Port Pirie Scouts Get Connected.

Project Description

Provide a brief summary of the project. Include in your statement what your project will do, who will benefit, what are the timeframes. Ensure it can grab the attention of the reader. Who. What. Where. Why.

Project Outline

What are you trying to achieve?
How will this solve a problem? (childhood obesity - more active youth members, more community involvement).
- Who will do it?
- What are you doing and how?
- When is it going to happen?
- Who is overall responsible?
- Why are you doing it?
- Who is your targeted group? Who are your stakeholders?
Who is doing it?

Outcomes

The outcomes of the projects are the effects of the activities undertaken on the target group. Outcomes may be hard to measure because they can be intangible or occur over a long period of time, extending beyond the end of the project.

Below are some examples of outcomes of projects:
- Existing service / program is improved / expanded or made more efficient
- New service is developed / established
- Upskilling existing volunteers or additional new volunteers recruited / trained to provide and expanded
- Community facilities / resources improved or upgraded
- Program equipment upgraded and/or improved.

Look at the grant you are applying for.
How does your project meet the objectives?
Does it align with the Grant Bodies aims/strategic plan? How did we recognise?

Stakeholders

- Who will benefit?
- Who are your stakeholders? List them- Scouts SA, volunteers, Youth Members (include your committee and parent helpers)
- Will your project impact stakeholders that are disadvantaged? e.g. access toilets may benefit Scouts who have access needs. Your Scouts might need a bus because most are disadvantaged by living in a remote community
- Are there any other users of your hall?
- Are they impacted by what you are doing?
- How are they impacted?
- Is there increased participation?
- Are you promoting health and wellbeing?
- Are you developing communication and interaction with the local community?
- Is it encouraging more volunteers?
- Who will manage the project?
- Is someone else doing the same thing?

State all users of your Scout Hall.
Indicate what is intended to be achieved by the projects.
Give an estimate of the number of people who are expected to benefit from the project.
This may include extended family of your members.

You may, depending on the grant, have to run a before and after survey to show that you have a need and that you have consulted your stakeholders and you have now met their needs and created an impact.

Make sure that you can back up your claims with facts – add them as an attachment.
Include letters of need/support.
Statistics – available on council websites.

Involve other Community Groups

Think about involving other community groups in your project, not just for funding but to help complete and strengthen your project. The local Lions or Rotary Club may be able to assist in some way, chat to them about your project and see how they may be able to assist your Group.

Funding bodies look at these relationships favourably, the benefits to the community have a wider reach and this is what funding dollars are about, how wide does the reach go to benefit the community.

A Brief Description of the Organisation

This is where you briefly describe your Group's mandate and how you were formed. The grant evaluators want you to demonstrate how your group has been successful in meeting a community need.

Example: Scouts SA exists to contribute to the education of young South Australians by providing an active and adventurous program that aims to build self-esteem, resilience and strong supportive friendships so that young people can play an active role in their community.

You can also add detailed information about your Scout Group – the number and age of your members e.g. our Scout Group comprises 30 young people aged 8-15 years and 5 adult volunteers from the ABC area, in ABC council district or electorate. Of these 26 are experiencing disadvantage (info that may relate to the grant).

Timeframe

When will the project start? When do you expect it to be completed?
What are the timeframes of any milestones?
It's important to note that most Grant Bodies will not fund a project that has already started.

Remember that grant notification and funding can take up to 9 months so factor this into your timeline. Allow for time contingency.

The Project Financials

You will need to provide a copy of your most recent audited financials for your Group.

Financials more than 12 months old are not able to be used.

Some grants require a dollar for dollar match so make sure that you can demonstrate that you have the money to fulfil your end of the bargain.

- What are the project costs?
- How much will the project cost in total?
- How much funding are you seeking?
- How much are you contributing?
- How much in-kind can you contribute? For example, a volunteer hour can be valued upwards of $14 depending on the grant
- Is there anything that might have been donated to contribute such as a donation of a fridge or money from a service group like the Lions?
- Does it all add up? Does your money plus the grant money equal the cost of the project?
- Will the project go ahead without the grant funding?
- Will your project still go ahead with partial funding?

Be honest about your needs
Make sure your budget adds up and matches your quotes.

Quotes

Do you have quotes for the project? You will need these to be able justify the amount you are asking for. It also shows that you have done some preparation and planning. Some larger grants may ask for two or three quotes for comparison.

Remember that it can be up to 9 months for funding to become available so ask your supplier to take that into consideration. Quotes must be less than 6 months old.

Landowners Consent

Does Scouts SA own the property? Does the council?
It can take up to two months for council approval and land owner consent.
Our Property Manager will have to write a consent on behalf of Scouts SA.

Leaseholder Consent

If Scouts SA lease the building then you will need to get consent for building or improvements from the owner via Scouts SA Property Manager.

Council Approval

Does your project need council approval?
This may take up to two months. You may be able to apply to waive the approval fee.
Architects Drawings and Plans

Do you have detailed drawings or plans? You may need to show exactly what the project entails. These can be expensive and time consuming, and are not covered by grants.
Plan for the cost and time before you apply for the grant.

Letters of Support

Go back to the list that you made of your stakeholders. Think about how this project impacts on each of them and ask them to write a letter of support. You can help by drafting the letter but make sure that it is relevant to the impact that the project has on them in particular. Make sure that you write to them and explain about the project and offer to draft a letter for them that they can put on their own letterhead. Letters of support can also come from Leaders, committee members, parents, the local school, local community groups, your local MP, anyone relevant to the project. Make sure that the letters of support address your project.

Evaluation

Describe the processes used to report and measure both the outputs and, ideally, the outcomes of the project. Retain statistics, seek feedback from users, develop broad questionnaires, undertake surveys etc. The type of evaluation will depend upon the type of project and guidelines from the Funding Body. Some grants may even come with a pre-determined structure on how they expect the program to be evaluated.

Make sure that you take photos of the project before and after to prove what goals you have achieved in the project.

Recognition

Every grant needs some measure of thanks and recognition.
You might need to include how you plan to do this in your grant application.

You can do this by:
- Sending a thank you certificate
- A letter of thanks, include photos
- Promotion on your website and social media
- Flyers or programs for an event
- Group newsletters
- Article or advertisement in your local newspaper
- If it's a building project you can install a recognition plaque and have an official opening event
- Acknowledgement in Scouts SA Annual Report
- Keep proof that this took place.

Scouts SA F5 Branch Grant Endorsement

All grants made using the Scouts name or ABN will be processed using the F5 form to provide governance.

This will be approved by:
- The Marketing and Grants Team who will check that the grant is filled out correctly and meets the criteria of the grant
- The Marketing Manager who will check that we are able to meet any legal requirements if necessary
- The Volunteer Support Manager who will see if there are issues in the Group and if their team can provide additional help
- The Property Manager who will make sure all grants relating to capital works are approved and up to standard
- The Risk & Compliance Manager, if the grant is related to WHS, so they can be aware of the possible issues and ensure current standards are met
- Your Group Leader, ensuring that the Group is behind the application. For Rover Crews this needs to be signed off by the Crew Leader and the Group Leader of the hall where you reside.

Scouts SA is legally responsible for all grants to Groups, Districts and Sections or other 'groups' associated to Scouts that use the 'Scouts' name and/or ABN. In most cases, grant applications are legally binding documents that can only be signed by our CEO or Marketing Manager.

If successful, we need to show the grant funds in our financials and forward the GST, if applicable, to the Australia Taxation Office. We are also responsible for the grant acquittal and keeping records for auditing. An acquittal means finalising the grant by completing a report with receipts and absolving Scouts further responsibility to the Grant Body.

Please send the F5 form in with all of the relevant information as soon as possible (at least 10 working days before the grant closes) to allow for processing.

We keep very detailed records of the project and ask you to as well. Remember the person who was in charge of your project could leave but the Group is still responsible for the project and Scouts SA is responsible for the grant.

How to Increase your Chances of Winning the Grant

- Be prepared. Before you look for the grant have all your paperwork and information ready
- Dedicate resources to finding and applying for grants
- Only apply to Funding Bodies that fit perfectly with your project. Make sure you follow the guidelines – don't give the Funding Body any reason to put someone else's application before yours
- Make sure you can back up your claims
- Make sure you have support from the wider community and your Group
- Make it easy for the Funding Body to understand who you are and what you want to achieve and how they can help
- Get someone who hasn't been involved in preparing the application to read it through and make sure it makes sense and meets the guidelines
- Be creative in your presentation. Make it stand out!
- Outline the benefits the project will offer to the community. Do your research and use statistics
- Show how much work you are putting in. This will show the assessment panel that you are serious about this project
- Include qualitative and quantitative data to help tell your story, even pictures, videos or news articles help set the scene. Remember that you know your community best but a grant assessor won't necessarily be familiar with your local area. Help them paint a clear picture of what you are trying to achieve. Even simple information like how many people live in your area, how many are in your community group and details about your location are useful
- For large amounts of funding, include a risk management analysis
- Proofread your application for spelling and grammar
- Check that your budget figures add up and that you have been clear about what you are asking funding for
- Add in Letters of Support
- Check that you have included written quotes for any capital items
- Check that your page numbering is consistent
- Check that your application is legible
- Re-read the guidelines and ensure you have answered every question
- Make sure you include all the information you are asked to include
- Leave yourself enough time to be able to go through and double-check your application
- Leave blank the area for the CEO and Grants Manager to sign and fill in their details
- Allow time for Scouts SA to process the grant application.

Once you feel that you have the grant ready to go, send in all the details with the F5 to Scouts SA Grants and we will check over the application, get the CEO's signature and send it off to the Grant Body. The sooner you do this the better, as we need time to check details or might notice errors or missing documentation.

It is important that we manage the grant and you manage the project. This allows us to keep track of the grants progress and report as necessary and make sure that the project gets acquitted in a timely manner.

Once the grant has been submitted, we will notify you of its outcome and help you get started on the next step.

Questions and Help

Please feel free to contact us and we will be happy to talk you through a grant application.

We would be happy to come and talk to your Group about how to apply for grants and how to organise your project.

Also refer to the fact sheets:
· Strategic Planning for Grants
· Successful Grants – What Next?
· Unsuccessful Grant Notification

Please email us on **grants@sahq.scouts.com.au** or call us on 8130 6000.

Kathrine Hastwell – Marketing and Grants Manager can also be reached after hours on 0405 633 165.

Good luck!