



FACT SHEET STRATEGIC PLANNING FOR GRANTS

Be Prepared to get Grants

Before even considering applying for funding, we need to look at what are we doing that may require financial support and why.

Group Plans

Creating a strategic Group plan will help to set goals and provide some clarity into what grants will be available to you and what grants you should let pass for now. For example, if you apply for a small \$200 grant for new tents from Active Club, it might make you ineligible for a larger \$20,000 grant that could go towards a new kitchen for the next few years. You need to be mindful of your greater goal.

Having a Group plan in place also demonstrates you are organised and have the necessary structure and capabilities to complete a project and fulfil the terms of the grant.

When it comes to creating your Group plan here are some things you might want to note:

- What are the Group's long-term goals?
 - Are you wanting to increase membership?
 - Do you want to recruit more leaders?
 - Do you want to purchase better equipment?
- Why are they goals?
- What are the measures of success?
- How do you think we achieve them?
- How will we find them?

Once you have a list of achievable outcomes, placing them in order of priority will assist you in considering if funding can help you achieve them.

Consider your goals and see how they fit in with Scouts SA Strategic Plan. How do they fit in with the Grant Bodies aims and strategic plan? How do they solve a community problem? (this will help you find the right funding). For example, a new kitchen facility might tackle obesity through health eating and makes the hall more accessible by other community groups to use.

Once your goals are set, considering how to achieve them is the next step. Using the SMARTER GOALS system would be beneficial to show in your strategic plan.

S – Specific. What is your goal, what is the problem and how you are planning on solving it?

M – Measurable. How will you measure your success?

A – Action. What are your action plans?

R – Realistic. Is your goal realistic and achievable?

T – Timeframe. What is the timeframe for reaching your goal? Are there project milestones? What is the start and end date of the project?



E – Evaluation. Was your goal achieved? How do you record your achievements?

R – Recognise and Reward. How will you show recognition towards the people who worked on the project and the people who supported you?

Report. Photos, data and evaluations of the project will need to be captured for the acquittal.

We are also going to add an A to make it SMARTERA

A – Approval. Was it approved? Was the whole Group involved? The approval must be noted in the minutes of your Group Committee Meeting. For example, the committee might seek a grant for a trailer that leaders have no use for and no location to store it.

Get Grant Ready

As some grants have a very short window for application, it is advisable to collect as much information that you can before the application opens.

Smaller grants may not need much of a lead time before applying but any project involving property or larger amounts requires significant research and planning to include in your application. Please see the fact sheet – Grant Writing for Scout Groups for more detailed information about what you will need to gather to prepare for a grant.

Teamwork

Creating a team approach towards your project and asking for input from many people will increase your chances of success. With that said, it is also a good idea to have one person to act as the Project Manager who pulls all the individual parts together and can act as the spokesperson for the Group.

It will be beneficial to break the project into parts, ensuring each person has been given a specific job and timeframe to complete. For example, Mr Smith is in charge of gathering all the letters of support and Ms Jones is working with architects and Scouts SA Property Manager to get plans drawn up and approved.

It is important to keep a log of communications or a spreadsheet of actions that people involved with the project can mark their progress and accessible by the Project Manager. We have all been in situations where someone in a volunteer or paid job has suddenly left with no handover.

The Project Manager, or another nominated person, will need to monitor the project to ensure deadlines are met, copies of receipts are kept and photos are taken in order to write a full report on completion of the project. Keeping records and collecting evidence along the life of the project will ensure the acquittal process is much easier to complete.

Remember too, that grant funding can take up to 9 months, council approvals can take up to 3 months and gathering information can take a long time so, planning 18 months ahead of your project is advised.

Keep an eye out for grant information from Headquarters in relation to upcoming grants. Be sure to join our grants mailing list by emailing us at grants@sahq.scouts.com.au



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:

- Grant Writing for Scout Groups
- 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!

