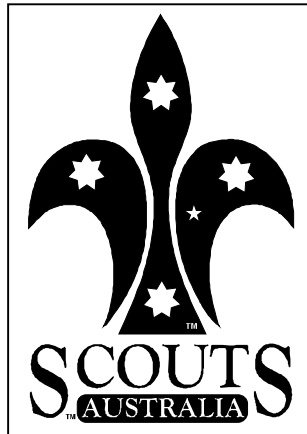


THE SCOUT ASSOCIATION OF AUSTRALIA
WESTERN AUSTRALIAN BRANCH



GRANT APPLICATION
For
LOTTERYWEST
BLOCK FUNDING PROGRAM

(Funding for minor capital works and equipment)



Form	G 1A
Revised	September 2008 – v4
Who	Executive Manager

NOTES ON APPLICATION FOR LOTTERY GRANT

- A. All applications for Lotterywest Block Grants must be submitted to the Branch office on this form (All questions must be answered to enable the assessment to be completed).
- B. Grants will not be processed unless all outstanding returns are completed at the time of the Lotterywest approval and that any outstanding amounts owed to Branch are paid.

Group checklist Done

Property return	
Financial return	
Completed census	
Membership fee's paid	
Insurance premium & trailer rego	

- C. Formations applying for Grants will normally be required to raise up to 50% of the project total. This amount can be varied or waived by Branch subject to the Formation outlining its reasons for a variation in section 5 of the Grant application form.
- D. No goods may be purchased or services engaged prior to official notification of the Grant approval.
- E. Where applying for both minor capital works and equipment, separate applications forms are required to be submitted for each category.
 eg: **Equipment** – Tents, camping equipment, canoes etc
Minor capital works – Storage shed, building repairs or upgrades etc.
- F. Where required Local Authority approval is to be obtained before applying for the Grant
- G. Where possible Grant application is to be supported by two supplier quotations.
- H. The Formation must retain a copy of the Grant application for its own reference.
- I. All successful applicants will be formally notified by the Branch office.
- J. Should any delay be experienced in the acquittal of the Grant then the Branch office must be notified immediately.
- K. Freight and delivery costs are not able to be invoiced separately in the Grant unless arrangements have been made with the Branch office prior to the lodging of the Grant application.
- L. Grant application and approval timeline.

Applications open	Applications close To Branch office	Branch processing	Lotterywest lodgement	Group notification
December	March	April	June	July
1 st December	Last working day in March	Branch review of applications Unsuccessful Groups notified by Branch	First week of June	End of July Groups are notified to proceed with purchase

PROCESS FOR THE ACQUITTAL OF A SUCCESSFUL GRANT APPLICATION

Once Lotterywest has approved the Block Grant, the Branch office will write to the Formation informing them of the Grant approval and enclosing a Branch Purchase Order (PO) for the goods or services required. If there are multiple suppliers then the appropriate number of PO's will be supplied with the approval notification letter.

The Branch Purchase Order (PO) number must be quoted on all correspondence between the Formation and the Branch office in regards to the Lotterywest Block Grant.

On receiving the Grant approval confirmation and attached Purchase Orders the Formations will be required to complete the following steps:

1. Contact the supplier to verify cost of the goods or services required.
2. Notify the Branch office of any cost variations or if the Grant is no longer required.
3. On verification of costs, the goods or services can be ordered using the Branch PO.
4. The supplier invoice must be filled out as per sample below paying particular attention to having the correct mailing address indicated on the suppliers invoice.
5. Forward or have the supplier forward the invoice directly to the Branch office for payment.
6. Payment will usually be either by Cheque or Direct debit to the supplier bank account.
7. These procedures can only be altered under exceptional circumstances with a written request from the Formation, forwarded to the Branch office and prior to the ordering of any goods or services.

Only original Suppliers invoices or receipts will be accepted for payment.

XYZ Camping Supplies		<i>INV. 000198</i>			
PO BOX 567					
Canning Vale WA, 6044		26 July 2009			
To:	Deliver to:				
Scout Association of Australia Western Australian Branch PO Box 467 West Perth WA 6872	Happy Valley Scout Group 168 Rumble Road Hillview				
Purchase order No	Payment details - COD				
Branch order No. As supplied with approval letter	XYZ Camping Supplies BSB: 00600 - Account: 6987432				
Qty	Item	Description	value	GST	Total due
1	Xten01	Two man tent with fly	\$100	\$10	\$110.00
					Total due \$110.00

APPLICATION FORM FOR LOTTERYWEST GRANT - GIA

To be returned to the Branch office by the 31st March

1. Formation:

District: (Group only to complete)

2. Year Grant required: Type of Grant:

(minor capital works or equipment)

3. Detail of proposed expenditure:

Expenditure detail	Cost
Total not including GST	

Quotes from (name of businesses)

Business name	Item	Cost

4. Grant amount requested – (Not including GST)

\$

5. Reason why the grant application should exceed 50% of the project costs.

6. Summary of grants received in previous 3 years.

List from whom grant received	Item	Amount	Date

7. Details of the major fundraising projects undertaken and completed by the group, in progress or planned for the next twelve (12) months.

Projects undertaken	Completed	Sum raised
Future projects		

- 8 Attach an audited copy of the group/district’s financial report as at 31st December
- 9 Please provide details of formations financial and physical contribution to the project.

Financial contribution	Amount
Physical contribution - labour	

This application is made on behalf of the

.....
 (Formation) by:

..... Signature & full name

..... Position in the Group/District/Branch

..... Signature of District Commissioner

And who declares that the information contained within this application is correct and can be relied upon by the Scout Association of Australia Western Australian Branch and Lotterywest to assess the application for a grant in the full understanding that the Formation is able to comply with the conditions of the grant.

To be returned to the Branch office by the 31st March

BRANCH OFFICE USE ONLY.	Notes
Has the Formation paid all outstanding accounts	
Have the relative returns been lodged?	
Census return?.....	
Have the membership fees been paid?.....	
Has the Formation Insurance premium been paid?.....	
..	
Has the Formation acquitted other grants satisfactorily in the past?	