



2017 NSW Community Building Partnership Sample Application

STOP! Have you read the Guidelines for Scout Groups and How to Register Your Project? If not, please read that document first. If so, please proceed through this document.

Ensure your project can be completed by 31st March 2019. Projects are unlikely to receive extensions past that date.

After you have registered your project, you will be able to complete the online application and submit it electronically through the following web site:

<http://www.communitybuildingpartnership.nsw.gov.au>

Please use the following sample application as a guide only to assist you in completing the items in the application.

Notes and tips on how to complete the application will appear in Red text or highlighted yellow.

If you have questions please contact David Cooley, Grants Administrator on 02 9735 9044 or CBPG@nsw.scouts.com.au.

If you have any technical problems in completing this registration form please contact NSW Community Building Partnership office via phone on 02 8753 8144 or email at cbpinfo@facs.nsw.gov.au.

Copying or cutting and pasting from this document may prove difficult, so it is best to type directly into the online form.

Good Luck with your applications!

Rosalie Batistoni
Communications and Development Manager
Scouts Australia NSW

Community Building Partnership Program - Application Form

Question 1

1. Legal status of your organisation *

Incorporated Non-Government [Not for Profit]

Local Council

Section 355 of Local Council

Registered Association under an Act of Parliament

Registered Co-operative under an Act of Parliament

Company Limited by Guarantee

Other:

Question 2

2. Organisation's Incorporation Registration Number

If you have an Incorporation Registration Number, please provide it here.

Leave Blank

Question 3

3. Organisation's ABN/ACN

42 460 434 054

The ABN provided will be used to look up the following information.

Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	42 460 434 054
Entity name	The Scout Association Of Australia New South Wales Branch
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	2127 NSW

Information current as at 12:00am today

If your organisation has an Australian Business Number, please enter it above and click the 'look up' button.

Question 4

4. Type of organisation *

Aboriginal

Aged/Seniors

Arts and Craft

Childcare / Preschool

Community/Civic

Disability Services

Education

Environmental

Health

Local Government

Multicultural

Religious

Social

Sporting

Veterans

Youth

Other:

Question 5

5. Registered Name of Organisation *

The Scout Association of Australia - NSW Branch

Should be consistent with the name listed on your Incorporation Registration or Australian Business Number (ABN)

Question 6

6. Trading Name of Organisation

The Scout Association of Australia - NSW Branch

Question 7

7. Organisation Postal Address *

Address

102 Bennelong Parkway

Suburb

Sydney Olympic Park

State

NSW

Postcode

2127

Must be an Australian postcode. Start typing in the first box or your answer will not be registered.

Question 8

8. Organisation Primary Phone *

02 9735 9000

Question 9

9. Organisation Primary Email Address *

cbpg@nsw.scouts.com.au

Question 10

10. Organisation Primary Contact Name *

Title

Ms

First Name

Rosalie

Last Name

Batistoni

Question 11

11. Primary Contact Person's Position *

Communications & Development Manager

Question 12

12. This project is *

- to construct new capital works
- to refurbish / renovate/ repair existing capital facilities
- to purchase capital equipment with a minimum individual asset value of \$2,500

Select the best option

Question 13

13. Can you complete this project before 31 March 2019? *

Yes

Ensure you can complete the project by this date. It is unlikely to receive an extension.

Question 14

14. Project Title *

Enter the name of the project

Question 15

15. What will be built, repaired or purchased with CBP funding? *

[Redacted]

Enter the works that are going to be carried out

Question 16

16. Project Activities *

- Amenities block upgrade or replacement
- Awning or pergola
- Bathroom upgrade or replacement
- Capital equipment purchase
- Carpark resurfacing
- Clubhouse or community space extension
- Construction of a new clubhouse or community space
- Court resurfacing
- Disability access improvements
- Displays and Hanging Systems
- Drainage works
- Electrical upgrade
- Fencing
- Flooring
- Guttering repair or replacement
- Irrigation
- Kitchen upgrade or replacement
- Landscaping
- Office refit / fitout
- Painting
- Pathways and/or paving
- Playground equipment
- Plumbing works
- Roof repair
- Roof replacement
- Scoreboard repair or replacement
- Security improvements
- Shade and/or Shelters
- Solar Panels
- Sports field lighting
- Sports field resurfacing
- Storage space improvements
- Wall repair or relocation
- Window repair or replacement
- Other:

Select the activities of the project

Question 17

17. Project address or location *

Address

Enter a location
[Redacted]

Suburb

[Redacted]

State

[Redacted]

Postcode

[Redacted]

Enter the address of the project location

Question 18

18. If your project is in a park, field or oval, please tell us its name

[Redacted]

If your hall is in a park or oval, enter the name

Question 19

19. Electorate of Project Location. It is very important to provide the right electorate! *

Your application MAY NOT BE CONSIDERED if the wrong electorate is selected. Please refer to <http://streetlist.elections.nsw.gov.au/> if you are unsure.

You need to select your local State Electorate

Question 20

20. Local Government Area *

If you are unsure what Local Government Area your project is in please check against <http://streetlist.elections.nsw.gov.au/lqafinder.aspx> The drop down list includes Local Councils that are in place as at 22/5/2017.

You need to select your local Council

Question 21

21. Target group(s) or beneficiaries for the project *

All members of the community

Aboriginal community members

Aged/Seniors

Culturally and Linguistically Diverse (CALD) community members

Families

Men

Women

People with a disability

Refugees or newly arrived migrants

Sporting code participants / players

Veterans

Children 0-11 years

All young people in the community (between the ages of 12 and 24)

Aboriginal young people (between the ages of 12 and 24)

Young men only (between the ages of 12 and 24)

Young women only (between the ages of 12 and 24)

CALD young people (between the ages of 12 and 24)

Young people with a disability (between the ages of 12 and 24)

Other:

Question 22

22. Who is the owner of the project location? *

- Project location is owned or managed by local council
- Project location is owned or managed by Crown Land
- Project location is owned by the Department of Education
- Project location is owned by the applicant
- Other:

Are properties are moslikley:

- Project location is owned by the applicant

or

- Other:

If you are unsure, please contact David Cooley 02 9735 9444 or cbpg@nsw.scouts.com.au

Question 23

Skip if you answered
Property location is owned by the application at 22

23. Do you have property or land owner's consent to deliver your project? *

- Yes, complete 23a below
- No

Question 23a

Skip if you answered
Property location is owned by the application at 22

23a. Upload - Copy of Property Owner's Consent *

Attach a file: No file chosen

Upload the letter of Owners Consent from the templete on the website

Question 24

24. Does your project require Development Consent from Local Council? *

*

- Yes
- No

[Clear](#)

Select which option you need

Question 24a

Skip if you answered no at 24

24a. Has a Development Consent been granted? *

- Yes, complete Q24b below
- No, not yet, application has been lodged and is pending Local Council determination
- Required but not yet applied

Select which option you need

Question 24b

24b. Upload - Copy of Development Consent granted for the project

Answer only if
you said Yes at
24a

Attach a file: No file chosen

Upload your approved DA

Question 25

25. You are required to provide Public Liability Insurance Certificate of Currency, please upload a copy to cover your project. *

Attach a file: No file chosen

Upload the document of our website

<http://www.nsw.scouts.com.au/leaders/insurance-information>

Question 26

26. If you have obtained quotes for your project, please upload quotes below:

Attach a file: No file chosen

Add your quote(s)

Question 27

27. Enhancement of Facilities - Describe how the project develops a vibrant, sustainable and inclusive community by enhancement or construction of community infrastructure. *

Answer the statement – See End of document for sample

Question 28

28. Community Need - Describe how the project supports activities and services needed by the community. Why is the project needed? *

Answer the statement – See End of document for sample

Question 29

29. Community Participation - Describe how the project encourages participation in activities or services needed by a broad section of the community. *

Answer the statement – See End of document for sample

Question 30

30. Organisation Capacity - Describe what capacity your organisation has to implement the project and ensure it is successful. *

Answer the statement – See End of document for sample

Question 31

31. Expected outcomes of the project *

- Better facilities for sporting code participants / players
- Better facilities for volunteers
- Better utilisation of facilities
- Brings facilities up to current building code standards
- Brings facilities up to current sporting code or competition standards
- Enhanced facilities and opportunities for healthy lifestyles
- Enhanced community participation
- Expanded club membership
- Expanded facilities to cope with increased demand
- Facilities can be used during day and night
- Gives young people a place to go
- Improved access for those with a disability
- Meet expectations concerning Work Health and Safety
- More cost effective facilities
- More environmentally friendly
- Support delivery of organisation's programs and services
- Support medium to longer term employment in the community
- Other:

Question 32

32. Total amount of grant funding requested from the CBP Program *

\$

Minimum request is \$2,500. Must be a whole dollar amount. Please include the GST to be paid to suppliers / trades. Remember to include this figure in the Income Table below.

Question 33

33. What is your organisation's cash contribution to this project?

\$

Applications from Local Councils and Section 355 Committees must make a matching cash contribution to the project. Must be a whole dollar amount. Remember to include this in your responses in the Income Table below.

Question 34

34. What is the estimated total cost of your project? *

\$

Must be a whole dollar amount

Question 35

35. If you do not receive the total amount you request from CBP, is there a partial amount that would still allow you to implement some parts of your project, or the whole project at a smaller scale?

\$

Must be a whole dollar amount. Based on previous years, approximately 50% of approved projects receive partial funding. If you leave this question blank you may miss out on getting funds for your project as it will be assumed that you would reject an offer of partial funding.

Question 36

36. What part of the project will be built, repaired or purchased if your organisation is awarded the partial funding amount specified in Q35?

Consider your project's activities and components. Can it be broken up into stages or discrete activities or parts of the work? List the part of the project that could be undertaken with the smaller grant amount, if you are awarded the partial funding amount. If your project can't be broken up into parts, please say this in the space provided.

Income

A. Income Table (Cash)

Add additional rows if required.

Income	\$ Amount	
Amount of funding sought from this program. Equals	\$ <input type="text"/> *	+ -
Cash contribution from Local Council & 355 Commit	<input type="text"/>	+ -
Cash contribution from other State Government sou	<input type="text"/>	+ -
Cash contribution from Federal Government sources	<input type="text"/>	+ -
Cash contribution from your organisation. Equals ar	<input type="text"/>	+ -
Cash contribution from other sources	<input type="text"/>	+ -
<input type="text"/>	<input type="text"/>	+ -
Funding sought from this program, plus details of cash income from all other sources.	Must be a whole dollar amount	

Add More

Total Cash Income

The below amount is calculated for you based on your responses in the Income Table (A) above.

Total Income Amount

\$0.00

Expenditure

B. Expenditure Table (Cash)

List all related cash expenditures and eligible costs by line item.

Please note CBP will only fund project management costs [e.g. DA, postage, printing etc] of up to 5% of the grant funding.

You **MUST** refer to the [Program's Guidelines](#) for information on what is eligible for funding. If ineligible costs are listed below, your application will not be considered.

Your total cash expenditure should equal your total cash income.

Add additional rows if required.

Expenditure	\$ Amount	Planned Source of Funding	
(Insert details of cash) *	\$ [redacted] *	[redacted] *	+ -
(Insert details of cash)			+ -
(Insert details of cash)			+ -
(Insert details of cash)			+ -
(Insert details of cash)			+ -
Expenditure of cash on all items.	Must be a whole dollar amount	CBP funding, fundraising, own fund	

[Add More](#)

Total Cash Expenditure

The below amount is calculated for you based on your responses in the Expenditure Table (B) above.

Total Expenditure Amount

\$0.00

In-Kind

C. In-kind Contribution Table

Applicant's in-kind contribution (eg. materials, fees and charges waiver, volunteer labour etc). Please detail the equivalent cash value of all in-kind contributions.

Add additional rows if required.

In-kind Contribution	\$ Equivalent Value	
(Insert details of in-kind cor)	\$ [redacted]	+ -
(Insert details of in-kind cor)		+ -
(Insert details of in-kind cor)		+ -
(Insert details of in-kind cor)		+ -
In-kind contribution by item	Must be a dollar amount as an equivalent value	

[Add More](#)

Total In-Kind Value

The below amount is calculated for you based on your responses in the In-kind Expenditure Table (C) above.

In-kind Value - Total Equivalent

\$0.00

Conflict of Interest

Declaring a Conflict of Interest *

- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant Local Member of Parliament
- On behalf of my organisation and / or its key members, I confirm that we DO have a conflict of interest with the relevant Local Member of Parliament

[Clear](#)

Describe the Conflict of Interest (actual or perceived), your organisation and / or its key members may have: *

Word count: **0 words**

Must be no more than 50 words. Please provide details of the real or perceived conflict of interest with the Local Member.

Check List

Application Checklist *

- I have the appropriate authority from the applicant organisation to submit this application on its behalf
- I have read the Program's Guidelines
- I have declared any real or perceived conflicts of interest relating to the applicant organisation, this project and the relevant Local Member of Parliament involved in the assessment of this application
- I have uploaded all relevant attachments
- I have proof read / reviewed this application and checked the project budget
- I understand that it is the applicant organisation's responsibility to ensure that appropriate insurance coverage for the organisation's and project's activities is in place
- I understand the applicant organisation is responsible for obtaining any necessary property owner's consents and have done my best to obtain these prior to submitting this application
- I understand the applicant organisation is responsible for obtaining any necessary planning advice or approvals for the project from relevant planning authorities
- I understand that if successful in securing a grant, the project MUST be completed by 31 March 2019
- I understand that if I have provided any incorrect information, or I am found at any time to have not adhered to the conditions surrounding this application, the CBP Program reserves the right to withdraw any funding offer made.
- I understand that I must advise CBP of any changes of contact details
- If I am submitting an application on behalf of a Local Council or its Section 355 Committee, the source of cash matching fund has been identified and listed in the budget income table
- I declare that the scope of works proposed in this application has not been funded by CBP Program in the last three years.

Person submitting the form

Authorised person submitting application *

Title	First Name	Last Name
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Position of person submitting application *

Legal name of the applicant organisation *

This name must be consistent with the name listed on your Incorporation Registration or Australian Business Number [ABN] Register

Enter the name of the Project manager from the group

Sample Answers

<p>Question 27</p>	<p>Scouts are inclusive and welcome all community members. Scouting offers programs that have lifelong benefits for all the participants, and aims to help children and young people develop to their full potential in a supportive environment. Through Scouts young people build confidence, self-esteem, and leadership skills through outdoor recreation and educational activities. It teaches the importance of honesty, integrity and community service as well as providing structure outside of the academic environment, which we consider essential in improving local community cohesion. The <Project Title> at <Scout Group / Hall Name> will ensure Scouts and community members:</p> <ul style="list-style-type: none"> - Have access to safe, low cost facilities for meeting and recreational purposes - Have the opportunity to participate in recreational and leadership activities on a safe and ongoing basis - Are equally able to access the programs offered by Scouts, regardless of gender, race, physical disabilities or financial circumstances. <p>Scout Halls play a crucial role in the delivery of essential services for the development of youth in our community. A Scout Hall is not only a resource to Scouts, but a resource that the whole community can utilise, at little or no cost.</p>
<p>Question 28</p>	<p>Scouts are an inclusive, not-for-profit organisation that welcomes people from age 6 onwards, regardless of gender, ethnicity, religion or socio-economic background. Our group has minimal fees in place to ensure there are no financial barriers to participation in Scouting.</p> <p>The <project title> at <scout hall> will:</p> <ul style="list-style-type: none"> - Ensure the Scout Hall is accessible for disabled Scouts and community members. - Ensure there are no barriers to participation for Scouts in any programs offered. - Upgrade our facilities to meet community expectations of accessibility for all people - Provide a place for older volunteers and recognise the value of their work in supporting children and families through investment in the facilities they use to undertake the work. <p>Children and young people from disadvantaged backgrounds will benefit from a refreshed and vibrant Scouting program that offers outdoor recreation experiences, leadership training and strong role models, based out of <Scout Hall>.</p>
<p>Question 29</p>	<p>Key considerations for this question:</p> <ul style="list-style-type: none"> - What will the impact be if funding is not approved? - Is the project required to ensure safety of participants (e.g. smoke alarms) - Without this funding, can your Scout Group continue to grow? (e.g. if your hall only has male amenities, will the addition of female amenities enable more female participation?) <p>**Include information in response to these questions in your answer. They can be incorporated to the statement below:</p> <p>Most projects will focus on improving a Scout Hall or Activity Centre, so be sure to mention that it is not only a resource to Scouts but a resource the whole community can utilise at little or no cost. Talk about the breadth of Scouts appeal, the number of users of our halls (include members as well as families) and of course, community users which is very important and involvement we should take. If your project involves upgrades that will make your facilities more environmentally sound or responsible, mention how the improvements will allow you meet certain standards. Insert any data or statistics that you have about your local community or region – stats of youth aged 6 – 18 can be found on your council website - that are relevant to your project and how it meets a need. Your local council’s web site will have lots of information about resources in your community as well as demographic data, research and surveys.</p>

Question 30

Scouts Australia NSW has well developed governance systems in place. Our Branch Council appoints the State Executive Committee (SEC) as a Board of Directors to manage the business of the Corporation. The SEC is comprised of 6 adult Scout members, the Treasurer, and 5 others with skills in areas including child development, PR, risk management, business, and government liaison.

An Audit and Risk Committee reports to SEC.

Our Association has a Constitution and a Corporate Governance Manual.

At the Region level, volunteer Region Property Managers oversee the properties in their regions. They report through the Asset Committee (a sub-committee which reports to SEC) which includes property professionals. They are available to provide insight and expertise to projects.