

Girl Guides Victoria and applying for grants

Rules around grants from government departments (as well as some other organisations) have changed in recent years. It is now common for these organisations to ask for an ABN to be supplied, as well as an 'officer' of the organisation to sign off on the grant submission. While a volunteer is a trusted and valued member of Girl Guides Victoria, from a legal perspective, they are not an 'officer' of the organisation. As a rule, where an ABN is requested on a grant submission, the CEO or Finance Officer must be able to review and sign/submit the application. These grants also require a central bank account to pay the funds into. In these cases, the usual procedure for these grants will be something like this:

- A volunteer identifies the grant opportunity and gets the paperwork needed.
- The volunteer fills out the section which asks about your planned project and the section on the budget to deliver your project.
- The paperwork is then forwarded to the office via grants@guidesvic.org.au to finish. This usually includes filling out official GGV information and signing the application. At this stage the Finance Officer might come back to volunteer with any questions. For this reason it's important to get the paperwork to the Finance Officer at LEAST one week before the deadline.
- The Finance Officer submits the paperwork and is notified if the submission is successful or not.
- If successful, the grant agreement is signed and the funds are sent to head office.
- All bills/invoices for the work will be forwarded to head office for payment.
- Once the project is finished, the volunteer writes up a report (in the format that the funder requests) and forwards it to the Finance Officer.
- The Finance Officer reviews the final report and sends it to the funder.

This procedure will vary slightly depending on the guidelines the government department lays out, but this is an overview of the usual way of doing things.

IMPORTANT THINGS TO NOTE

- If an ABN is requested by the potential funder, then any funds must be deposited into the main GGV bank account. Head Office does NOT take a cut of the funds received, 100% of the funds received will be available for the project, but they must be accounted for in the central bank account so that our Auditors are satisfied with our process for handling grants.
- Although Leaders and volunteers are valued members of the Girl Guides, in the eyes of the law, they are not 'officers'. This means that the official paperwork must be signed by an officer (the Finance Officer or CEO).