

### **3.3.1 - Chief Commissioner's Directive – Scouts ACT Rover Development Fund**

#### **Introduction**

1. These Scouts ACT Rover Development Fund (RDF) Guidelines are to be read in conjunction with, and not made in contravention to, Branch Policy 3.3 – Scouts ACT Rover Development Fund.
2. The RDF shall be held in trust and invested by Scouts ACT) as outlined in Branch Policy 3.3.
3. This Directive is to be reviewed by the Scouts ACT Branch Rover Council (BRC) in April 2022.

#### **Purpose**

4. The RDF was established by the BRC in 2021:
  - a. To assist individual Scouts ACT Rovers with funding to support their development.
  - b. To assist Scouts ACT Rover Units with opportunity for funding to develop their Units.
  - c. To assist the BRC Executive with funding for the development of Scouts ACT Rovers.
5. Therefore, the RDF aims to assist with funding to any Scouts ACT Rover to promote their Scouting journey.

#### **Operations**

6. Funding amounts of up to \$1000 are available for Rover development initiatives.
  - a. An individual or Rover Unit may apply for a maximum of \$1,000 each application round. An applicant may lodge multiple applications in an application round however the collective total may not exceed \$1,000. The funds must be used within 2 years of being approved.
7. A maximum of \$1,000 can be approved by the BRC every application round.
  - a. Changes to this may be made by the BRC and endorsed by the Chief Commissioner.
8. The following are deemed suitable for use of the RDF funding:
  - a. Attendance of individual or Rover Unit training and development courses in the ACT or interstate.
  - b. Attendance of individuals or Rover Units to Scouting related activities or events locally, interstate, or internationally that has clear developmental outcomes.
  - c. Resources or assets which would benefit the development of Scouts ACT Rovers.
  - d. Events and activities which promote the growth and development of Rover Units and their members.
  - e. Membership fees associated with activities or groups that promote some aspect of personal development, e.g. Gang Show.
  - f. Other development opportunities as deemed suitable by the BRC.
9. The RDF cannot be used for:
  - a. Funding travel including flights to events or training or other personal costs.
    - i. Personal costs will be determined by the Branch Rover Advisers or selection committee and may include accommodation and reasonable costs for meals.
  - b. Branch, Group or Unit membership fees.
  - c. Catering for events and activities.

- i. An exception may be made where the attendance and catering fees are combined.
- 10. The BRC Executive may use funds, up to an additional \$1,000 from the RDF for projects which contribute to development of ACT Rovers at any time with approval from the BRC.
- 11. If funding is not able to be used for the intended purpose for any reason, the following will occur:
  - a. If a refund is provided to participant/s, then the total amount provided by the RDF should be returned via the deposit procedure.
  - b. If a partial refund is provided, an amount proportional to the original amount provided will be determined by the BRC.
  - c. If no refund is provided, a return of funds to the RDF is not required.

### **Eligibility**

- 12. In order to be eligible to apply for funding from the RDF, the following requirements must be met:
  - a. Individuals
    - i. Individuals must be a current financial member of Scouts ACT.
    - ii. Demonstrate the intention to use the fund while a member of ACT Rovers and prior to reaching the age of twenty-six (26).
    - iii. Be an active member of an ACT Rover Unit.
  - b. Rover Units
    - i. Demonstrate the success and future planning of the Unit.
    - ii. Demonstrate the intention to use the funding provided within a timely manner.

### **Application Process**

- 13. The following process is to be followed when applying for funding through the RDF:
  - a. Applicants must complete the Rover Development Fund application form at Attachment A which will be forwarded to the Branch Rover Advisor (BRA) prior to the application deadline.
    - i. Summer round applications will open on 1 April and close on 31 August, to be ratified at the September BRC meeting.
    - ii. Winter round applications will open on 1 September and close on 31 March, to be ratified at the April BRC meeting.
  - b. Applications will be reviewed by the BRA to assess general eligibility.
    - i. If the applicant is deemed ineligible, the BRA will advise the applicant of their ineligibility for funding through the RDF.
    - ii. If the application is deemed inadequate or incomplete, the BRA will contact the applicant and request additional information or provide advice on how to resubmit.
  - c. The BRA will present the eligible applications to the selection committee.
  - d. In consultation with the Assistant Chief Commissioner Youth Program, the selection committee will be determined by the BRC Chair after each round of applications.
    - i. The Chair will choose the selection committee based on the received applications to avoid any conflicts of interest.

- ii. The selection committee is permitted to seek advice from or include external parties which have an interest in the RDF, for example BEC representatives or other Branch personnel.
- e. The selection committee will assess applications and make a recommendation to BRC on the allocation of funds.
  - i. Partial funding of an application may be recommended by the selection committee.
- f. The selection committee's recommendations will be ratified by the BRC at a BRC meeting.
- g. The recommendation from the selection committee must receive a majority of votes in attendance in accordance with BRC voting procedures to be approved.
- h. The BRA will communicate the outcome of the funding to the applicants.
- i. Successful applicants are required to provide receipts verifying use of funds to the BRC Treasurer once funds are expended.
  - i. Any unspent funds must be returned to the RDF in accordance with the Deposits procedure below.

### **Deposits**

- 14. To donate funds to the RDF or return any unspent funds:
  - a. Contact the BRC treasurer at [treasurer.brc@scoutsact.com.au](mailto:treasurer.brc@scoutsact.com.au) who will provide deposit details and upon receipt of the funds, email an acknowledgement.

### **Improper Use**

- 15. The BRC may rescind funding at any time, if there is improper use of funds.

### **Management**

- 16. Following approval by the BRC to allocate funds, the BRC Chair and BRA will liaise with the Executive Officer to arrange disbursement of funds.
- 17. The BRC Treasurer will provide a six (6) monthly report detailing the amount in the RDF and any incoming and outgoing funds to the BRC .
- 18. The RDF may be replenished at the discretion of the BRC.
- 19. The Scouts ACT Branch Office will assist with the reporting and administration of the RDF.

### **Approval**

- 20. This Directive will be reviewed following the first round of applications and disbursements.
- 21. This Directive or amended Directive was approved by the Chief Commissioner on 27 January 2022.

# Rover Development Fund Application

The Rover Development Fund aims to assist with funding to any ACT Rover or Rover Unit to promote Scouting Journey and development of ACT Rovers.

*Summer round applications: Open on 1 April and close 31 August.*

*Winter round applications: Open 1 September and close 31 March.*



Name	
Membership Number	
Rover Unit	
Requested amount of funds? (Maximum \$1000)	
Could you still proceed if only partial funding was awarded?	
What will the funds be used for? (Give us an outline of the initiative, dates etc) Please provide a brief budget outlining costs	
How do you believe this funding will contribute to your (the unit's) development?	
Estimated total cost of the program? How do you intend to pay for the rest of the program if any? Are you applying for any other grants in conjunction with the RDF?	
Date funds are expected to be fully spent?	