



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or
secretary@sca.org.au

Grants

It is fully supported by the Board of Directors of SCA Ltd (Australia) that groups apply for as many grants as they wish. This document is to help in that process. Originally those who wanted to apply for grants were restricted by the need to disclose the entire process to the Board.

Most grants are done digitally and thus the process for applying for grants in the context of the SCA needs to change. This factsheet hopes to streamline the process for groups to apply for grants over an extended period of time.

First and foremost, all financial decisions need to be passed through the appropriate channels with discussions minuted within the appropriate committees' minutes (e.g. Canton, Barony, Shire, College).

Before you start the process of applying for grants, you should first ascertain what the funds will be used for and how often you will need the funds. This should all be prepared in a document and presented to the relevant Barony or equivalent. At this stage, contacting someone on the Board as a 'heads up', so we are aware the group is applying for a grant is appreciated and recommended.

Once the Barony (or equivalent) has decided to endorse the application for the grant and the financial process has been completed within the financial policy, a person (preferably the Seneschal) will be placed as the responsible person for the grant process for the duration of their term.

It is at this point the Executive Board (Chair, Treasurer and Secretary) will become directly involved in the process. The initial report summary, motions from the groups minutes, and confirmation of the financial procedures outlined from the financial policy have been completed, should be included in a final report to be passed on to the Kingdom Seneschal for evaluation and the Board Secretary for presentation to the Executive Board.

If the Executive Board is happy with the information provided, they will motion to endorse the Seneschal (or equivalent) to apply for the grant, out of session. The Secretary will then provide a letter of endorsement (example attached) for the grant. This endorsement will only be valid for the specific grant, the term of the Seneschal's office or within a specific timeframe if anyone else. The Executive Board will then take this to be minuted at the next full Board of Director's meeting.



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(Date)

To whom it may concern,

This is to confirm that (Mundane Name), of (Address) has been appointed as (Position) of (Barony or equivalent name) of the SCA Ltd (Australia), operating in (Location).

During their tenure as (Position), they are delegated authority to represent the SCA in matters related to the operation of the branch. For any matters requiring the signature of one or more Company Directors, they are charged with relaying the relevant paperwork to me, as Executive Secretary of the company of SCA Ltd (Australia).

During the process of online applications, (Mundane Name) is given permission, as long as minuted evidence of consultation with the full committee has occurred; in accordance with company policy, to sign grant proposals on behalf of the organisation regarding (Name of Grant).

Signed:

Date:

(Secretary Name)

Executive Secretary SCA Ltd (Australia)

Board of Directors

SCA Ltd (Australia)