

	<b><i>External Grant Funding Policy</i></b> <i>Policy No. FINPOL 16</i>	<b>Version No:</b> 2 <b>Responsible Officer/s:</b> Community Development Coordinator <b>Classification:</b> Council <b>Issued:</b> 15 December 2014 <b>Next Review:</b> October 2024
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## 1. Purpose

The purpose of this Policy is to ensure effective management of grants funded from external organisations including procurement decisions. The key aim is to:

- Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives;
- To ensure consistent and objective analysis of external funding opportunities to ensure alignment with Council's Strategic Management Plan.

## 2. Scope

This policy applies to all grants that require applications to be made. The policy applies to all Council staff

- Where Council is one of a number of partners in a joint external funding application;
- Where Council auspices an external grant on behalf of another organisation;
- Where an application is being made for renewal of a currently held grant;
- Where funding provided approves a grant application with variations to the original proposal.

## 3. Definitions

**External Grant** any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies on the condition that the assistance is used for a specified purpose.

**Funding agreement** a legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required. The forms of enforceable funding agreements include:

- Deed;
- Contract; and/or
- Exchange of letters.

## 4. Policy

Many organisations that apply for grants consider it as an easy option to obtain funding, without fully considering the organisation's requirements and options. As a result, they can be successful in winning a grant, but then find it difficult to manage it. Before applying for a grant, it is important to ensure Council complies with the terms of the grant.

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#### **4.1. Authorisation/approval**

Formal Council resolution is required prior to grant funding being applied for amounts over \$50,000.00 that are not included in the Annual Budget. The Deputy Chief Executive Officer must approve all other requests. Any Grant funding applications that exceed this limit needs to have a business case prepared to justify Council's decision to proceed with the application.

It is recognised that at times there is a short lead time for external grant applications that does not allow sufficient time for the proper authorisations. Should this occur, the Chief Executive Officer will authorise the application, if the funding application is successful, a report must be provided to Council before the funding agreement is signed.

#### **4.2. Assessment process**

Before applying for a grant, an assessment should be carried out on the likely impact of the grant on Council. Questions to consider include:

- Does the grant align with Council's Strategic Management Plan?
- What are the links and/or partnerships it will provide?
- What impacts will it have on Council business?
- Does Council have the capacity and expertise to carry out the task for which they are receiving the grant?
- Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
- What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
- Whole of Life cost impacts if relevant
- Council's required contribution (both cash and in-kind)

#### **4.3. Conflict of Interest**

Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

#### **4.4. Recognition treatment**

Grant revenue is generally recognised when the grant funds are received or receivable; for example, where the control of the future economic benefits have been obtained and agreement is enforceable.

Where conditional grant funds are received in:

- advance: a liability would be recognised until the conditions are met.
- arrears: revenue would be recognised once the conditions are met.

#### **4.5. Reporting**

An information report must be provided to the Senior Management Team when:

- External Grant Funding applications are successful or unsuccessful;

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- The scope of a funded project is significantly changed to the extent that was originally agreed; and
- External Grant Funding expenditure is completed

Appropriate records will be kept in accordance with Councils Records management Policy.

## 5. Responsibilities

The Deputy Chief Executive Officer is responsible for the implementation of this policy. Relevant Managers and Directors will be required to provide background information and recommendations in relation to applications covered in their areas of work.

## 6. References / Other Documents

### 6.1. Legislation

*Local Government Act 1999:*

Section 133 states that Council may obtain funds as permitted by or under this or another Act as may otherwise be appropriate in order to carry out its functions under this or another Act i.e. by obtaining grants and other allocations of money.

### 6.2. Council Policies / Procedures

Procurement Policy

Records Management Policy

### 6.3. Other

Annual Business Plan and Budget

Strategic Management Plan

Long Term Financial Plan

Asset Management Plans

## 7. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	15 December 2014	14149.1.3
Amended	4 March 2019	19028.3.3
Minor formatting amendments	4 May 2020	Governance Officer