



# Strategic External Grant Funding Policy

<b>Responsible Manager</b>	Head of Corporate Affairs
<b>Head of power</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	30 June 2021
<b>Implemented from</b>	July 2021
<b>Last reviewed</b>	March 2021
<b>Review history</b>	N/A
<b>To be reviewed on</b>	June 2023
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## 1. Purpose

The purpose of this policy is to ensure effective management of external grant funding acquisition and donor management related activities. The key aim is to:

- a. establish a framework for managing, monitoring and evaluating grants and grant funded initiatives, and
- b. provide a consistent and objective analysis of external funding opportunities, ensuring:
  - i. alignment to Council's integrated planning and reporting, and
  - ii. Council's capacity to comply with all conditions of the external grant funding.
- c. Enable a strategic approach to grant administration and operational management.

## 2. Scope

This policy applies to all grants that require applications to be made. The policy applies to all Council Officers, including contingent employees, and Elected Members:

- a. where Council is submitting an external funding application,
- b. where Council is one of a number of partners in a joint external funding application,
- c. where Council auspices an external grant on behalf of another organisation,
- d. where an application is being made for renewal of a currently held grant, and
- e. where funding provided approves a grant application with variations to the original proposal.

## 3. Legislation/Policies

This policy is established with reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as the following Council policies and key documents:

- Acceptable Request and Communication Protocol Policy
- Grants Management Procedure
- 5-Year Corporate Plan
- Annual Operational Plan
- Annual Budget (incl. Long Term Financial Plan)
- Asset Management Plans

## 4. Definitions

Acquittal	The process of evaluating and reporting on the outcomes and expenditure of external grant funding provided by the Donor. All necessary documents should demonstrate that Council has spent the external grant funding as specified in the funding agreement.
Capacity	Council's ability to deliver the donors criteria set forth in the funding agreement, typical factors include: <ol style="list-style-type: none"><li>a. Resources,</li><li>b. Capability,</li><li>c. Infrastructure, and</li><li>d. Time.</li></ol>
Donor	The organisation, which is typically State, Federal or non-government agencies, who is providing the external grant funding.

Eligibility	Council's ability to meet the required application conditions, as stipulated by the Donor.
External Grant Funding	Assistance by way of a sum of money or other resource provided to Council by Donor on the condition that the assistance is used to deliver a specific project, provide a new service or enhance an existing service.
Funding Acquisition Tool	Council's in-house tool, developed to facilitate funding acquisition activities, donor management and associated reporting.
Funding Agreement	A legally enforceable agreement setting out the terms and condition governing funding determined by the Donor. 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: <ul style="list-style-type: none"> <li>a. Deed,</li> <li>b. Contract, and</li> <li>c. Exchange of letters.</li> </ul>
Integrated Planning & Reporting	Council's 5-year corporate and annual operational plans, and other related legislative documents such as the annual budget and asset management plans.

## 5. Provisions

This policy recognises that Council provides a diverse range of programs and projects to meet the needs of our communities and internal stakeholders. To meet these needs, Council must balance cost pressures with community and internal stakeholder expectations.

The policy also recognises the variability of the domestic grant landscape, particularly in eligibility criterion, thus acknowledging that in applying for a grant, it is important to ensure Council fully complies with the terms of the grant, through a rigorous funding acquisition process, which includes:

### a. Approval

Approval must be obtained from the appropriate Executive prior to applying for funding. Further approval must also be obtained from the Head of Financial Services or Chief Financial Officer for any applications that require Council own funds as already budgeted or in-kind contributions. Once all approvals have been obtained the Enterprise Development & Delivery team are authorised to submit the application on behalf of Council as the Authorised Representative.

Funding applications that require Council own funds, which have not been budgeted, will require endorsement from Council.

Formal Council resolution is required prior to the execution of grant funding agreements for amounts over \$1,000,000.00. The Chief Executive Officer must execute all other agreements.

### b. Funding qualification considerations

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

- i. Does the grant align with Council's Integrated Planning?
- ii. What are the links and/or partnerships it will provide?

- iii. What impacts will it have on Community and Council?
- iv. Does Council have the capacity and expertise to carry out the project or service for which we are receiving the grant?
- v. Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
- vi. What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
- vii. Whole of Life cost impacts if relevant.
- viii. Councils required contribution (both cash and in-kind).
- ix. Does the funding agreement cover multiple years?

**c. Conflict of Interest**

Council's Elected Members must be committed to make 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 2009* and the *Local Government Regulation 2012*.

**d. Recognition Treatment**

Grant revenue recognition will comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

**e. Reporting**

Monthly information reports will be made available through Council's Funding Acquisition Tool and presented to the Executive Leadership Team, articulating the following:

- i. funding needs and forecasting,
- ii. funding application statuses,
- iii. application scope changes, and
- iv. completed and/or acquitted funding expenditure.

Appropriate records will be kept in accordance with Council's legislative requirements.

Manager Responsible for Review:

Head of Corporate Affairs



Adopted: 30 June 2021

Due for revision: 30 June 2023

David Baldwin  
Acting Chief Executive Officer