

POLICY

Policy Name	External Grant Funding Policy
Policy Category	Strategic
Department / Officer	Office of Chief Executive Officer/Chief Executive Officer
Date Adopted	22 February 2021
Date/s Reviewed	
Review Frequency	Every Three years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation

Attachments

1. Purpose

The purpose of this policy is to provide a framework and process for the assessment, application, recognition, management and reporting of grants and contributions received by the Council.

2. Scope

There are a diverse range and level of funding that Council can apply for in relation to its own activities or any regional activities the Council is involved with. The policy outlines the factors that must be considered prior to applying for an External Grant funding.

This policy applies to all external grant funding applications to be made by the City of Victor Harbor where:

- Council is submitting an external funding application;
- Council is one of a number of partners in a joint external funding application;
- Council supports an external grant on behalf of another organisation;
- an application is being made for renewal of a currently held grant;
- a funding provider negotiates and approves a grant application with variations to the original proposal

3. Policy Statement (Summary)

The City of Victor Harbor will support sustainability through the implementation of practices that will ensure the diligent management of environmental, social, cultural and economic effects of all decision making of the Council.

4. Legislation and Compliance

Pursuant to Section 133 of the *Local Government Act 1999*, Council may obtain funds as permitted by or under this or other Acts and as may otherwise be appropriate in order to carry out its functions under this or another Act for example by obtaining grants and other allocations of money.

5. Definitions

CEO means the Chief Executive Officer of the Council.

Council means the City of Victor, which includes the elected body.

External Grant Funding means money that is provided to Council by an External Body (funding provider) in order to deliver a specific project or program, provide a new service or enhance an existing service.

6. Policy Content

6.1 Type of Grant Funds

6.1.1 There are a number of grant funds that generally have one or more of the following attributes:

- Restricted – Grant funds to be used for specific programs or purposes
- Unrestricted – Grant Funds may be used for any operating purpose;
- Refundable – Grant Funds to be returned if terms of the grant are not met
- Non-Refundable – Grant Funds are retained regardless of outcome

6.2 Seeking Grants

6.2.1 Council will actively seek external grant funding opportunities by identifying available grants which are consistent with strategic plans of Council.

6.2.2 Consideration must be given to the influence of the following long term financial sustainability of Council:

- Relevant to the Annual Business Plan and Budget
- Relevance of the project or service to the Community Plan 2036 and Strategic Directions 2016-2020, Asset Management Plan and impact to the Long Term Financial Plan;
- Requirements for matching funds or other level of contribution
- Lifecycle of funded assets, including maintenance, administration and replacement cost;
- Inherent and support costs of funded services
- Likely outcome of the project or service and impact on council's financial position in the event the application failure; and
- Terms and conditions of the grant

- Community Expectation for the program or activity to be ongoing (after funding has expired)

6.2 Authorisation/Approval

- 6.2.1 A formal resolution of Council is required prior to grant funding being applied for when additional unbudgeted expenditure funding is required to support the grant.
- 6.2.2 It is recognised that at times there is a short lead time for external grant applications that does not allow for sufficient time for the proper authorisations. Should this occur, the Chief Executive Officer will authorise the application and then provide a report to the next available Council meeting.
- 6.2.3 The Chief Executive Officer or delegate must approve all other requests.

6.3 Administration of Grants

- 6.3.1 Council has a duty to administer the use of grant funding in an efficient, effective, transparent and accountable manner. An External Grant Funding Procedure, steps out the administrative process.

6.4 Grants Register

- 6.4.1 Council shall maintain an external grant funding register, which shall record the application, approval, responsibility and key elements of each grant.
- 6.4.2 The register shall be monitored regularly to ensure that entries accurately reflect:
- All grant applications;
 - Application outcomes;
 - Funding arrangements;
 - Any other relevant conditions; and
 - That all claims are made promptly in accordance with funding agreements, annual business plan and budget and this policy and External Grant Funding Procedure.
- 6.4.3 The contents of the External Grants Register shall be reported periodically to the Senior Management Team and Council and be included in Council's Annual Report.

6 Risk Management

The Policy mitigates risks associated with the grant assessment process being presented to Council.

7 Implementation/Delegations

The Chief Executive Officer is responsible for the implementation of this policy. Budget Officers are required to provide background information and recommendations in relation to applications within their work area.

8 Related Documents

Annual Business Plan and Budget
Community Plan 2036 and Strategic Directions 2016-2020
Fees and Charges Schedule
Long Term Financial Plan 2019/20 to 2028/29
Procurement Policy
Records Management Policy

9 Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.