

<b>Policy Reference Number:</b>	1.43
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	13 October 2015 (Res. 129/2016)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	9 April 2019 (Res 419/2019)
<b>Next Review Date:</b>	April 2020
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

### **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 Councils Strategic Management Plan.

### **Scope**

This policy applies to all grants that require applications to be made. The policy applies to all Council staff and Elected Members:

- Where Council is submitting an external funding application;
- 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.

### **Definitions**

**“External Grant”** means 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”** means 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.

## **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.

### **1. Authorisation/Approval**

Formal Council resolution is required prior to grant funding being applied for amounts over \$20,000.00 that are not included in the Annual Business Plan & Annual Budget. Formal Council resolution is also required prior to grant funding being applied for where a Council contribution is required and that contribution has not been included in the Annual Business Plan & Annual Budget. The Chief Executive Officer must approve all other requests. Any Grant funding applications that exceed the \$20,000 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 and then provide a report to the next Council meeting.

### **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 Councils 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
- Councils required contribution (both cash and in-kind)

### **3. Conflict Of Interest**

The Code of Conduct for Employees and the Code of Conduct for Elected Members apply to any grant application and in particular the need to declare any conflict of interest in relation to the grant application.

### **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.

### **5. Reporting**

An information report must be provided to Council when:

- External Grant Funding applications are successful or unsuccessful;
- 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.

### **Responsibilities**

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

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).