

# External Grant Funding Policy



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Record number	D20/39904
Responsible Manager	Manager Finance & Rating Operations
Other key internal stakeholders	Director Organisational Services & Excellence Manager City Strategy
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## 1. PURPOSE

The purpose of this Policy is to establish criteria for effective and efficient management of applications for grants funded by external organisations, to ensure consistent and objective analysis that is aligned to corporate objectives prior to applying for external grant funding.

## 2. POLICY

There is 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. This Policy outlines the factors that must be considered prior to applying for External Grant Funding.

### 2.1 Application

When applying for any External Grant Funding opportunities, the following should be considered:

- a. Alignment / consistency with Council's objectives - all funding applications should align with Council's strategic plan, annual business plan, corporate plan and/or suite of other strategic management plans
- b. In developing a formal grant submission, the project scope should be clearly defined and cost estimates should be sourced from a suitably qualified person. This is to ensure that the project cost estimates are in alignment with scope and that any preliminary contribution from Council is clearly understood
- c. Council's required contribution (both in kind or financial), alignment to existing approved budgets and future budget requirements, and the ability for the value of grant funding to be sufficient to meet stakeholder expectations
- d. Impact on internal and external stakeholders, including establishing clearly defined and agreed roles and responsibilities for managing External Grant Funding and meeting the required outcomes
- e. Assessment of relevance and risks to the community and Council
- f. Ability to comply with proposed contractual terms and conditions, other relevant legal requirements (e.g. licence requirements), and Council policies (e.g. Procurement Policy)
- g. Whole-of-life-cost impacts of the funding opportunity if relevant (which takes into account all aspects of cost over time including capital, maintenance, management, insurance, disposal and operating costs)
- h. Project management and administrative costs associated with the External Grant Funding (including but not limited to project management, risk management, procurement, promotion, communication, reporting, monitoring, evaluation etc.)
- i. Ability for Council to deliver the agreed grant objectives within approved timelines
- j. Opportunities for regional funding partnerships and the benefits and risks associated with entering into these partnerships.

Appropriate records will be kept in accordance with Council's Records Management Policy.

## 2.2 Approval

External Grant Funding applications must be submitted to Council for approval where:

- a. Additional unbudgeted expenditure funding is required to support the grant
- b. When a grant is applied for on a regional basis

At times there is a short lead time for External Grant Funding applications which does not enable details of the funding to be provided to Council prior to application. Should this occur, the CEO or delegate will authorise the application. If the External Grant Funding application is successful a report must be provided to Council before the funding is accepted and any formal arrangements are entered into.

Grants must not be applied for unless approval is obtained from one of the following:

- a. Employees delegated to commit expenditure that has been allocated in an existing budget line; or
- b. Council.

## 2.3 Reporting

Council must be informed when:

- a. External Grant Funding applications are successful or unsuccessful (including those applied for within employee delegations)
- b. the scope of a project funded by a grant is changed to the extent that the agreed project outcomes are required to be renegotiated with the funding body
- c. External Grant Funding expenditure is completed.

Assessment should be undertaken on all completed External Grant Funding to ensure the grant assisted Council in achieving the expected outcomes and objectives.

## 3. DEFINITIONS

For the purposes of this policy the following definitions apply:

### CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

### External Grant Funding

Money that is given 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.

## 4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

### Local Government Act 1999

Section 133 states that Council may obtain funds as permitted by or under this or another Act and 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.

## 4.1 Other references

Council's key reference documents include:

- a. Strategic Plan
- b. Annual Business Plan
- c. Long Term Financial Plan
- d. Records Management Policy
- e. Procurement Policy

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2020 are the most relevant to this report:

Objective	Comments
<b>Economy</b>	
<i>Modbury Precinct is revitalised as the city's key activity</i>	
<i>A local economy that is resilient and thrives, where businesses are supported to grow and prosper, provide local jobs and sustain our community and visitors and utilize technology to improve the livability of our city</i>	
<b>Places</b>	
<i>Streets, paths, open spaces and parks are appealing, safe and accessible</i>	
<i>Opportunities exist to express and experience art and culture</i>	
<i>Neighbourhoods are easy to move around and are well connected with pedestrian and cycle paths that offer an alternative to cars</i>	
<i>Infrastructure and community facilities are fit for purpose, constructed using sustainable practices and well maintained</i>	

<b>Leadership</b>	
<i>Leadership and advocacy is focused on the long term interests of the community</i>	

## 6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council’s scheme of delegations.