



# GRANTS MANAGEMENT POLICY

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## Purpose

Central Darling Shire Council (CDSC) aims to actively secure external funding to support our strategies and community endeavours. This policy is to help CDSC to:

- Evaluate, manage, monitor, and report on offers of funding assistance to CDSC and Section 355 Committees.
- Identify and maximise opportunities for additional revenue to align with CDSC's Community Strategic Plan, Town and District Improvement Plans and the Integrated Planning and Reporting suite of documents.
- Adopt a best practice approach in the administration of grant funds.
- Effectively manage the information relating to new and existing grant programs to comply with audit requirements.
- Establish a framework for the preparation, coordination and management of grant applications, funding contracts, and grant reporting and acquittal requirements.

## Application

The Grants Management Policy covers all external grant funding including that awarded by the State and Federal Governments, private industry, and community/philanthropic sectors. It applies to all Council Officials and contractors/consultants applying for external grant funding, and those involved in project and grants funds management.

## Definitions

For the purposes of this policy:

**Department Manager** – Line Manager responsible for a designated budget area.

**General Manager** – the person occupying the position of the General Manager of the Central Darling Shire Council or their nominated delegate.

**Grant Funding** – Money provided, especially by an organisation or Government, for a particular purpose under a grant funding agreement.

**Grant Funding body** – an organisation or department that provides funds for a particular purpose.

**Grant Funding agreement** – a legal document (such as a Deed or Contract) which outlines the terms, conditions and obligations of the grant funding and accountability for both the grant funding body and recipient.

**Grants** – funds from government or private sources, available to CDSC on successful and complying application, for specific uses to achieve agreed aims.

**Project Business Case** – a preliminary document that captures and defines the core project objectives, scope, deliverables, budget, and schedule to enable evaluation and approval for the project.

**Project Officer** – the person in overall charge of the planning and execution of a particular project.

## Provisions

### Applications for Grant Funding

CDSC will actively seek additional resources through grants or funding to provide services or facilities and enhance liveability in the Local Government Area in keeping with strategic goals. CDSC will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to requirements for new assets (such as matching funding) or to maintain assets or services. Where there are cost implications for CDSC outside of the approved budget (including both direct and indirect costs that may be incurred) proposed submissions must be submitted via a report to a full meeting of Council for consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to the current Community Strategic Plan and Integrated Planning and Reporting suite of plans. If new assets are to be acquired through grant funding the life cycle cost of the asset/s must be considered prior to acceptance.

Agreement to apply for external grant funding must be obtained from the General Manager before applications are made. Once this approval is obtained, the relevant officer will prepare the grant application in line with requirements. Draft applications must be approved by the General Manager before the final submission is made.

Final copies of all submitted grant applications, attachments and related correspondence must be filed in CDSC's Content Manager software and the grant details recorded in the grants register.

#### Notification of Grant Funding Application Outcome

On notification of a grant application outcome, the result must be recorded on the appropriate grants register.

When a grant has been successful, the terms and conditions of the grant funding agreement should be reviewed, and where necessary, negotiated with the grant funding body. The General Manager should then be provided with all grant funding documentation, with a recommendation to approve proceeding.

The grant funding contract or agreement must be signed off by the General Manager on behalf of CDSC.

#### Management of Grant Funds

The assigned Project Officer must ensure the funded project activities fit within the parameters of the project grant funding agreement. Any variations to a grant funding agreement must be negotiated with the Grant Funding Body and subject to their agreement, approved by the Department Manager, and signed by the General Manager on CDSC's behalf.

All grant funds must be expended in accordance with the grant funding agreement conditions.

A Grants Register integrated with CDSC's financial software, budget and operational plan will be used to monitor income, expenditure and progress by percentage completed.

Formal Grants Management meetings chaired by the General Manager will be held at minimum on a quarterly basis, and include representatives from Finance, Shire Services, Governance, and Customer Services.

#### Grant Funding Reporting and Acquittals

The Project Officer is responsible for ensuring that the milestone and final reporting, invoicing and acquittal for the grant is in line with the project delivery as outlined in the grant funding agreement. All milestone and final reports, invoices and final acquittals must be signed off by the General Manager.

Unspent funds must be managed per the requirements specified in the grant funding deed.

## **Legislation**

*Government Information (Public Access) 2009*

*Independent Commission against Corruption Act 1988*

*Local Government Act 1993*

*Local Government (General) Regulation 2021*

*State Records Act 1998*

## **Related Documents**

Asset Management Policy and Plans

Codes of Conduct

Grant Management Procedures

Procurement Policy and Procedures

Statement of Business Ethics

## **Monitoring and Review**

This policy will be monitored and reviewed by the responsible Director to ensure compliance. Once adopted, it remains in force until it is reviewed by Council. It is to be reviewed approximately every two (2) years to ensure that it meets requirements, or sooner if the General Manager determines appropriate.