



## External Grant Funding Policy

<b>Classification:</b>	Council Policy
<b>Version Number:</b>	2
<b>Review Frequency:</b>	Once in the Term of Council
<b>Last Reviewed:</b>	October 2023
<b>Review Due:</b>	October 2027
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	Local Government Act 1999
<b>Related Policies/Procedures:</b>	<ul style="list-style-type: none"> <li>• Annual Business Plan and Budget</li> <li>• Long Term Financial Plan</li> <li>• Procurement Policy</li> <li>• Internal Financial Control Policy</li> <li>• Treasury Management Policy</li> <li>• Strategic Plan</li> </ul>

### 1. PURPOSE:

The purpose of this policy is to establish criteria for effective 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. LEGISLATIVE CONTEXT:

2.1 Section 133 of the Local Government Act 1999 states that Council may obtain funds as permitted by or under this or another Act 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.

**3. SCOPE:**

This policy applies to all grants that require applications to be made. The policy applies:

- where Council is seeking external funding for specific projects in accordance with its Strategic Plan;
- where Council is one of a number of partners in a joint external funding application.

**4. DEFINITIONS:**

<i>External Grant</i>	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
<i>Funding Agreement</i>	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: <ul style="list-style-type: none"> <li>• Deed;</li> <li>• Contract; and/or</li> <li>• Exchange of letters.</li> </ul>

**5. SEEKING GRANT FUNDING:**

5.1 Prior to applying for a grant, it is important to ensure that Council is able to comply with the terms of the grant. Council should consider whether a grant is:

- Restricted – the grant money can only be used for specific programs or purposes
- Unrestricted – the grant money can be used for any operational purpose
- Refundable – if Council does not comply with the terms of the grant then all monies are to be refunded by Council
- Non-refundable – Council is not liable for any funds refund.

5.2 When applying for an external grant, the following should be considered:

- Alignment with Council’s Strategic Plan and Annual Business Plan.
- Council’s required contribution (both in kind or financial), alignment to existing budget approvals and future budget requirements, and ability for value of grant funding to be sufficient to meet stakeholder expectations
- 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.
- Assessment of relevance and risks to the community and Council
- Ability to comply with proposed contractual terms and conditions, other relevant legal requirements (e.g. licence requirements), and Council policies (e.g. Procurement Policy)

- 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)
- Project management and administrative costs associated with the External Grant Funding (including but not limited to project management, risk management, acquittal, procurement, promotion, communication, reporting, monitoring, evaluation etc.)
- Ability for Council to deliver the agreed grant objectives within approved timelines
- Opportunities for regional funding partnerships and the benefits and risks associated with entering into these partnerships.

5.3 If a grant opportunity arises in line with a specified item within Council's Annual Business Plan and Budget, administration can proceed with a grant application. Funding opportunities for projects or activities outside of the Annual Business Plan and Budget can only be pursued with the approval of the Chief Executive Officer (CEO).

5.3 Council must approve all tied grants (prior to the funds being received by Council) to ensure that Council will be able to meet the terms and obligations of the grant.

5.4 Where 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, the CEO or delegate will authorise the application. If the External Grant Funding application is successful, then a report to Council is required before the funding is accepted and any formal arrangements are entered into.

5.5 Council administration will oversee and complete all reporting and acquittal processes in accordance with the terms of the grant.

## **6. REPORTING TO COUNCIL:**

- 6.1 An information report must be provided to Council for grant funding greater than \$100,000 when;
- The scope of a project funded by a grant is changed to the extent that the agreed project outcomes are required to be negotiated within a funding body;
  - For high expenditure projects or those with a high level of community interest, Council may request regular status reports throughout the duration of the project.

## **7. AVAILABILITY OF THE POLICY:**

This policy will be available for inspection at the Council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on Council's website: [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.