

**POLICY NAME**

Grant Application Policy

**NEXT REVIEW DATE**

2 June 2028

**POLICY TYPE**

Council Policy

**RELATED DOCUMENTS**

Grants Procedure

**DATE ADOPTED**

9 May 2022

**COUNCIL MINUTE NUMBER**

PRC10

**RESPONSIBLE DEPARTMENT**

Financial Services

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**Purpose**

To ensure effective management of grant funds provided by external organisations. The key aims are to:

- a) Provide a framework to manage, monitor and evaluate grant funded programs
- b) Consistently assess grant funding opportunities and ensure alignment with Council's Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan
- c) Ensure that where necessary, funds are available for ongoing maintenance and renewal expenses beyond the term of the funding agreement

**Legislative Requirements**

- All Local Government Act 1993 and Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Local Government Asset Accounting Manual
- Local Government Rating and Revenue Raising Manual

**Policy statement**

Grants are considered an important source of funding for Council projects however they need to be considered in the context of Council's Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan.

Prior to applying for a grant, Council staff are to evaluate ongoing maintenance and renewal costs and any requirement for contributing funds. Council is to ensure that it can satisfy any conditions stated in the grant application and/or terms of the grant agreement.

**Scope**

This policy applies to all Council staff. This policy applies to all grants (Capital and Operational Grants) that require an application to be made.

**Policy****Assessment Process**

Prior to applying for a grant, an assessment should be conducted to determine the likely impact of the grant on Council. Whilst not an exhaustive list, the evaluation should include whether:

- The grant aligns with Council's Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan
- Council has sufficient resources to prepare the grant application
- Council is required to provide any contributing funding
- Council is adequately resourced to undertake the project associated with the grant funds
- Council may encounter any risks or issues impeding the ability to satisfy the requirements of the grant terms and conditions criteria. Subsequent acceptance of the grant will be subject to agreeing to the terms of the funding agreement
- Any expectations may arise for Council to continue to deliver the service beyond the funding period
- Whole of life costs may impact Council's finances (i.e. an estimate of all costs over time including capital, maintenance, management, insurance, disposal, replacement and operating costs)

#### Delegation of Authority

Where grant funding has been included in Council's Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan the Manager after consulting with the Director is authorised to accept the funding.

Prior to application and acceptance of grant funds, advice to Council at an Ordinary Council Meeting will be required where:

- Grant funding is over \$250,000 and has not been included in Council's Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan
- Irrespective of the value of the grant, prior to applying for grant funding for which there will be ongoing costs that Council will need to fund into the future, including operational and maintenance costs
- Irrespective of the value of the grant, prior to applying for grant funding where a Council contribution is required, and that contribution has not been included in the Delivery Program/Operational Plan.

Directors and Heads of Departments have delegated authority to sign grant applications where there is insufficient time to obtain approval from Council. In such cases, if the grant application is successful, a report must be provided to Council before the funding is accepted and any formal arrangements are entered into.

#### Consultation with Council

For all successful grant applications Council must be notified by a Councillor Memo at the time of the announcement, this will allow timely acceptance of grant funds.

The grant funds budget will be recognised as part of the next quarterly review.

#### Conflict of Interest

The Code of Conduct applies to any grant application and necessitates the declaration of any conflict of interest in relation to the grant application.

### Records

Appropriate records must be maintained in accordance with Council's Records Management Policy.

### Responsibilities

The General Manager is responsible for the implementation of this Policy.

Directors and Heads of Departments are to write to the funding body to formally acknowledge and thank them for the grant funding received.

Heads of Departments are required to notify their Finance Business Partner prior to applying for grant funds and to provide any relevant information and recommendations in relation to grant applications relating to their responsible department. A copy of the signed grant agreement is also to be provided to their Finance Business Partner.

### Document Control

Policy History	Approving Authority	Date
Policy reviewed. The Grant Applications Policy remains relevant with no material revisions required at this stage	Chief Financial Officer	2 June 2025