

POLICY NAME

Grant Applications by Council Staff

POLICY NUMBER

FS 001

DATE ADOPTED

24 July 2006

COUNCIL MINUTE NUMBER

PRC 60

ECM NUMBER

3858448

POLICY TYPE

Council

REVIEW DATE

Under Review

RESPONSIBLE DEPARTMENT

Financial Services

RELATED DOCUMENTS

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Purpose

To provide Council staff with the guidelines for applying for grants where Council endorsement has not been provided.

Policy Statement

Council Managers, in consultation with the relevant Director, may apply for grants to the value of \$20,000 (excluding GST) without first obtaining Council endorsement of the application, provided the guidelines in the policy are adhered to.

Scope

This policy applies to all staff.

POLICY:

Council Managers, in consultation with the relevant Director, may apply for grants to the value of \$20,000 (excluding GST) without first obtaining Council endorsement of the application, provided that:

- A contribution or commitment of Council funds is not a requirement of the grant program and;
- The project to be funded will contribute to either:
 - At least one of Council's Term Achievements in its current Strategic Plan,
 - The completion of a Task in the current Management Plan.

Under this policy, Council retains responsibility for and control over the acceptance of any grant offered.

Councillors are to be informed by memo as soon as possible by the relevant Manager when a grant application has been made.

Why this policy is required?

Grant programs offering amounts of money less than \$20,000 and not requiring a contribution from Council are often advised at short notice, particularly when notification of the availability of the program requires a Ministerial decision. Notification may be received through newsletter, advertisement in the media, or by a letter sent directly to the General Manager or a Manager

Managers and Co-ordinators have delegated authority to sign grant submissions approved by Council, but depending on Council's meeting schedule, there may not be an opportunity to get formal Council approval before the deadline for submission of a grant application expires. This policy deals with those circumstances to maximise opportunities for increasing Council's grant revenue