

Grants Management Policy

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Part 1 PURPOSE

- 1.1 The purpose of this Policy is to provide best practice measures for effective management of incoming grant funding including the application for funding.
- 1.2 Council is committed to actively seeking funding through grants that work towards achieving the community's vision. The Community Strategic Plan and other strategies, plans and policies will ensure that Council applies and invests in projects that support Council's strategic direction.
- 1.3 Incoming grant funding provides Council with financial assistance to provide resources and opportunities to enhance the provision of services that would not otherwise have been available. Grants may be sourced through a range of government (all tiers), non-government and philanthropic providers through a competitive application process.
- 1.4 Council's decisions to pursue grant funding must support the delivery on our financial sustainability goals, including consideration of the full life-cycle costs of any asset created or improved.
- 1.5 Council has a duty to manage and administer grant funding in an efficient, effective, transparent and accountable manner to ensure that:
 - (a) The community receives the maximum benefit from grant funding
 - (b) The outcomes and funding agreement conditions are achieved within agreed time frames and budget
 - (c) Council achieves the agreed outcomes in its Delivery Program and Operational Plan
 - (d) Council's future opportunities for funding are not compromised
 - (e) Legislative requirements are met

Part 2 OBJECTIVES

- 2.1 Provide for a framework for the identification, assessment, application, management and reporting of grants received by Council.
- 2.2 Ensure that the administration of all incoming grants is transparent, equitable, inclusive and understood by the community.
- 2.3 Identify appropriate grants that meet Council's annual budget, Community Strategic Plan and associated Delivery Program and Operational Plan.
- 2.4 Ensure that all aspects of the process are followed including staff being fully aware of their obligations and accountabilities, agreement conditions, guidelines, timeframes and reporting requirements.



Part 3 PRINCIPLES

- 3.1 This Policy has been developed to provide a transparent process in the interest of public accountability, and to ensure that grant funds, wherever possible, support Council's financial sustainability objectives.

Part 4 SCOPE

- 4.1 This Policy sets out Council's position in relation to all incoming competitive grant funding that requires an application (i.e. capital grants, operational grants etc.) and applies to all staff when:
- (a) Council is submitting an external funding application;
 - (b) Council is a partner in a joint external funding application;
 - (c) Council auspices an external grant on behalf of another organisation;
 - (d) An application is being made for renewal of a currently held grant;
 - (e) A funding provider approves a grant application with variations to the original proposal.
- 4.2 This Policy does not govern Council's provision of grants pursuant to Section 356 of the *Local Government Act 1993* (i.e. Council's community grants program).
- 4.3 This Policy does not govern grant funding streams that are non-competitive (e.g. allocations of funds under a program).

Part 5 POLICY STATEMENT

- 5.1 Council will actively seek grants to support the provision of services, programs and improve infrastructure and assets which respond to identified community need in accordance with the Community Strategic Plan, Council's Delivery Program and Operational Plans. Grants will be managed in accordance with this Policy and supported by internal grants management procedures and systems.
- 5.2 Grant applications that must be reported to Council include grants:
- (a) with significant financial, strategic, or risk implications;
 - (b) with significant community impact;
 - (c) for items not delivering on adopted programs, plans or strategies of Council; or
 - (d) not provided within the adopted budget.
- 5.3 All grants other than those referred to by clause 5.2 will be approved under the General Manager's delegated authority, or their sub-delegations to Council Officers.
- 5.4 Where a grant application has deadlines that prevent its report to Council, such as in cases of emergency, it must be reported to the next ordinary meeting of Council.
- 5.5 The status of all grants must be reported to Council quarterly, including grants applied for or accepted under delegated authority.



- 5.6 There shall be a defined process for the identification, assessment, application, management and reporting of grants received by Council.

Part 6 ROLES, RESPONSIBILITIES AND DELEGATIONS

- 6.1 The governing body is responsible for:
- (a) the endorsement of programs, plan and strategies; and
 - (b) the consideration of applications for grants proposed by the General Manager and staff.
- 6.2 The General Manager, or their delegate, is responsible for:
- (a) seeking grants to support the provision of services, programs and improving infrastructure and assets which respond to identified community need in accordance with the Community Strategic Plan, Council's Delivery Program and Operational Plans;
 - (b) reporting grants to Council where necessary; and
 - (c) approving the application of grants where a report to Council is not necessary.
- 6.3 The Director Corporate & Commercial is responsible for:
- (a) implementation, monitoring and review of this Policy;
 - (b) ensuring the regular reporting of the status of grants to Council as required by this Policy; and
 - (c) establishing a defined process for the identification, assessment, application, management and reporting of grants received by Council.
- 6.4 The General Manager may further sub-delegate any of their roles and responsibilities under this policy. Such sub-delegations may be subject to limitations or conditions.

Part 7 DEFINITIONS

Word/Term	Definition
Council	Kempsey Shire Council
Grant	Any assistance by way of a sum of money or other resources provided to Council by a Funding Provider on the condition that the assistance is used for a specified purpose governed by a contractual agreement between Council and the Funding Provider.
Capital Grant	A financial contribution by an external provider for the purpose of developing a capital asset.
Operational Grant	A financial contribution by an external provider for operating purposes or which is untied grant funding.
Funding Agreement (FA)	A legally enforceable agreement setting out the terms and conditions governing funding determined by the Funding Provider. The form of the agreement will depend on the intent of the grant and the degree of control required.



Funding Provider

Government or non-government organisation that offers financial assistance for the completion of certain projects.

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Schedule 1 EXAMPLE APPROVAL AUTHORITY

Below is a list of examples of what could be expected to be approved under the General Manager's delegated authority and what could be expected to be reported to Council.

This list is not comprehensive, or binding. All grants must be dealt with in accordance with the policy statement included in Part 5.

General Manager, or their delegate:

- Grants for capital works included in the current Delivery Program/Operational Plan and adopted budget
- Grants for fully funded capital works included in an existing adopted strategy or plan of Council
- Grants for capital works resulting in the replacement of an asset included in the adopted budget
- Operating grants for a project or initiative included in the current Delivery Program/Operational Plan, or an adopted strategy, and adopted budget
- Fully funded operating grants for a project or initiative included in the current Delivery Program/Operational Plan

Council:

- Grants that result in a new asset not included in current Delivery Program/Operational Plan or budget
- Operating grants for a project or initiative that is not included in any adopted plan or strategy of Council



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