

# COUNCIL POLICY

**Policy name**

External Community Grants.

**Abstract**

To define the processes and standards by which Council will conduct assessment of community initiated project proposals subject to external grant funding.

|                            |  |              |
|----------------------------|--|--------------|
| <b>Dates</b>               | Policy or amendment approved   | 19 Jun 2013  |
|                            | Policy or amendment takes effect   | 19 Jun 2013  |
|                            | Policy is due for review (up to 4 years)   | 19 June 2014 |
| <b>Endorsed by</b>         | Director Planning and Environmental Services   |              |
| <b>Approved by</b>         | Gunnedah Shire Council, at its Ordinary Meeting of Council held 19 June 2013<br>Resolution number: 401 |              |
| <b>Policy Custodian</b>    | Director Planning & Environmental Services   |              |
| <b>Relevant to</b>         | Gunnedah Shire Council Staff and the general public.   |              |
| <b>Superseded Policies</b> | N/A  |              |
| <b>Related documents</b>   | Nil  |              |
| <b>Related legislation</b> | Local Government Act 1993<br>Environmental Planning & Assessment Act 1979                              |              |
| <b>File number</b>         | 700247   |              |

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## 1. Purpose

- 1.1 The purpose of the External Community Grants Policy is to document Council's principles and set out the standard by which Council will assess, determine and manage community initiated projects under external grant funding programs. All projects seeking funding from external community grants or funding protocols will be proposed and determined in accordance with relevant legislation, Council Policies, Management Directives and processes.

## 2. Scope

- 2.1 This External Community Grants Policy applies to all projects proposed by community organisations, groups or individuals on Council owned or control land, premises or infrastructure.

## 3. Definitions

| Term                      | Definition   |
|---------------------------|--|
| External Community Grants | Grants received by community organisations, groups or individuals from organisations other than Council which are to be expended on Council owned or control land, premises or infrastructure. |

## 4. Policy principles

- 4.1 The objective of this policy is to provide clear direction when community organisations, groups or individuals are proposing to progress an application for grant funding in respect of a project from an external grant provider on or associated with Council owned or control land, premises or infrastructure.
- 4.2 **Probity, Accountability and Transparency**  
Council values the highest ethical and professional standards in its business dealings. Determination of projects supported by external community grants will be assessed through a transparent process that is verifiable.
- 4.3 **Critical Criteria and Assessment Information**  
In respect of the Project the Proponent must:
- (a) Demonstrate the need for the funding of the project and how the project is or maybe complimentary to facilities or infrastructure provided by Council.
  - (b) Demonstrate the community need for the project and how the residents of the Gunnedah Shire LGA or visitors will benefit from the project.
  - (c) Provide draft concept designs outlining the proposal

- (d) Provide a detailed financial breakdown of the Project Budget.
- (e) Explain how it intends to provide a whole of life provision for the project.
- (f) Outline all approvals that will be required for progression of the project and process to obtain these approvals..
- (g) Detail the methods by which the work required to be undertaken will be completed, viz. contractor, voluntary labour, Council labour under contract.
- (h) Detail what will be contributed by the Proponent in cash, voluntary services or in kind support to the project and future support for the maintenance or renewal of the asset.
- (i) Advise the name of the Project Manager for the project and the persons capability to manage the project.
- (j) Advise the committee or support entity that will provide advice and support to the Project Manager.
- (k) Provide an outline of the time frames for progression and completion of the project.
- (l) Commit to providing to Council acquittal documentation relative to expenditure of grant funds during the project.
- (m) Outline any partnerships and/or ability to source additional funds and/or establish other partnerships that will support the project.
- (n) Provide a copy of the current annual financial statement of the Proponent organisation.
- (o) Provide a copy of the Certificate of Currency for public liability insurance for the Proponent organisation with a minimum cover of \$20 million.
- (p) Provide a copy of insurance cover demonstrating cover for voluntary workers and/or outline the mechanisms by which insurance coverage will be provide for those persons working on the project.

## **5. Policy Statement**

Council in evaluating proposed or potential community initiated projects on Council land or infrastructure must consider the balance between community expectations and the immediate and long term financial pressures on Council.

Consequently, the assessment of external community grants for such projects must consider the community benefit of the project, the level of capital funding and the long term financial implications for Council and the community in maintaining and renewal of the asset.

## **6. Process**

Prior to lodgement of an application for external grant funding a community organisation, group or individual shall seek the approval in principal of Council for the lodgement of the application to the external grant funding provider.

The proposal shall be reviewed by Council having regard to the documentation required in respect of the “Critical Criteria and Assessment Information” detailed in 4.2.

Notwithstanding provision of the information required, Council shall be particularly mindful of the implications of a proposed project on its Long Term Financial Plan and the ongoing maintenance renewal implications.

Should Council support the progression of a project a letter of “In principle support” will be issued. The application to the funding organisation must be submitted with the letter of “In principle support” from Council, otherwise any further consideration of the proposal by Council past the submission date for grant funding will be declined.

An application to an external grant funding provider shall be further considered by Council only if short listed or approved in principle by the grant funding organisation. Upon short listing or approved in principle the application shall be referred to Council for detailed analysis and evaluation having particular regard to the whole of life cost and on going financial and asset management implications for Council.

Council may at this point seek additional and more detailed information from the proponent to ensure that the project meet all relevant criteria and legislative standards and is consistent with Council’s Long Term Financial Plan and other strategic documents.

Upon completion of detailed evaluation a project will be formally considered by Council for determination of support. A letter of outcome will then be forwarded to the external grant funding provider.

## **7. Accountability, roles and responsibilities**

### **7.1 Authorisation – General Manager**

Is responsible for the setting delegations of staff through official instrument.

### **7.2 Policy Custodian – Director Planning & Environmental Services**

Is the officer accountable for managing policy compliance and initiating the policy review process. This officer will also have the responsibility for all

aspects of policy implementation, unless appropriately delegated to another officer.

## 8. Version control and change history

| <b>Date</b>      | <b>Version</b>   | <b>Approved by<br/>&amp; Resolution<br/>No.</b> | <b>Amendment</b>   |
|------------------|------------------|---|--|
| 31 July 2012     | Original Draft   |   |  |
| 8 August 2012    | Draft            |   | Manex  |
| 22 November 2012 | Amended          |   | Manex  |
| 20 February 2013 |                  |   | Deferred to June<br>Planning Environment<br>and Development<br>Committee |
| 30 May 2013      | Amended<br>Draft |   |  |