

# COUNCIL POLICY



<b>Policy name</b>	<b>Grant Policy</b>
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## Abstract

The Grant Policy governs how Council will identify any opportunities for Grant Funding to support its operations.

<b>Dates</b>	Policy or amendment approved	15 May 2013
	Policy or amendment takes effect	15 May 2013
	Policy is due for review (up to 4 years)	15 May 2014
<b>Endorsed by</b>	Director Community and Corporate Services	
<b>Approved by</b>	Gunnedah Shire Council at its Ordinary Meeting of Council held 15 May 2013 Resolution number: 350	
<b>Policy Custodian</b>	Director Community and Corporate Services	
<b>Relevant to</b>	Entire community and Council (Councillors and staff) for grant identification and application	
<b>Superseded Policies</b>	Nil	
<b>Related Documents</b>	Policy – Grant funding reporting (under Section 412 of the Local Government Act 1993)	
<b>Related Legislation</b>	Local Government Act 1993	
<b>File Number</b>	709612	

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### **1. Purpose**

1.1 The Grant Policy governs how Council will identify any opportunity to acquire grant funds to support programs implemented by Council. Funding may be provided to Council by any person, group or body. It aims to provide clear guidance to Councillors, staff and contractors aiming to secure grant funding on Council's behalf and existing policy around such approaches.

1.2 It aims to facilitate consistent and continuous identification of funding available to supplement Council's revenue, and ensure Council's limited resources are appropriately allocated to the funding of opportunities in accordance with Council's objectives, based on Council's capacity to manage, implement and identify suitable opportunities to support operations.

### **2. Scope**

The Policy applies to Council as a whole, Councillors and staff in dealing with the provision of grant funding assistance; and any person, group or body partnering with Council in the application of grant funding.

### **3. Definitions**

**Grant funding** is taken to mean the provision of any financial benefit to Council or community groups partnering with Council; including but not limited to:

- 3.1 a grant of funds;
- 3.2 a loan;
- 3.3 subsidised interest;
- 3.4 any in-kind contribution such as works or infrastructure;
- 3.5 out of round funding and stand-alone funding proposals.

### **4. Policy Principles**

Council will apply this policy consistently to all actions or decision in relating to the acceptance or application for financial assistance.

## **5. Policy Statement**

### **5.1 Criteria for consideration of grant applications**

5.1.1 A proposal to seek grant funding for Council projects will be identified and actioned by the responsible manager of the Department seeking the funds, with the action reported to Council for consideration in accordance with reports on the project impacted.

5.1.2 Items not included in the Delivery or Operational Plan where grant funding is sought by Council including in partnership with community groups requires a full assessment of any impact to Council's long-term financial position as follows:

- Clear and detailed information on any and all whole of life costing impacting Council assets;
- An assessment of Council's capacity to provide the proposed project or service in accordance with the requirements for acquittal of the funds and the impacts on its financial position of such is provided;
- Assessment of the impact of the grant on achieving outcomes of the Community Strategic Plan and the impacts of inclusion in the Resourcing Strategy and Operational Plans;
- Assessment of the ability to use grant funds for a specific project/s with the aim of maximizing grant funding to support Council's budget as a whole.

## **6. Accountability, Roles and Responsibilities**

### **6.1 Policy Custodian**

Director Community and Corporate Services

### **6.2 Authority**

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and all policies relating to the provision of audio recording of ordinary, extraordinary and s355 committee open meetings of Council. The application of this policy can only be varied by Council.

### **6.3 Roles**

#### **6.3.1 Council**

Provide support for grant applications and funding proposals by lobbying at all levels of Government to achieve a beneficial outcome for the Gunnedah Shire.

Identify suitable grant opportunities and feed those back through Council to appropriate staff to follow up.

Identify suitable projects that may attract grant funding.

#### 6.3.2 General Manager

Provide appropriate material and information to Council for the purpose of lobbying on Council's behalf for funding in line with the adopted Corporate Planning Structure.

In partnership with the Mayor and Councillors, provide support for grant applications and funding proposals by lobbying at all levels of Government to achieve a beneficial outcome for the Gunnedah Shire.

#### 6.3.3 Directors

Liaise with managers in the application of the Management Director for grant identification and application. In addition, to ensure that processes are adhered to in the recording of grants and advice to Council on progress of applications in conjunction with project reports. Provide leadership to applications that span Departments and Directorates and/or those with a political element.

Respond to grant opportunities in a timely manner.

Use departmental and industry contacts to lobby in support of grant applications and/or funding proposals.

Identify strategic partnerships in pursuit of grant/funding opportunities.

#### 6.3.4 Managers

Scrutinise all projects under their control to identify funding opportunities and impacts long term management and/or financial implications to Council. Prepare initial grant applications and seek feedback on the application prior to submission. This includes providing any data required to contribute to grants that cover a range of projects. Provide information for the acquittal of grant funding and prepare the final reports to funding authorities.

Liaise with grant partners to develop applications that meet Council and/or community needs.

### 6.3.5 Contractors

If deemed appropriate, contractors may be engaged to identify, prepare submissions, provide technical details to support a submission or lobby for a particular project. This does not minimise or eliminate responsibilities for the pursuit of the grants function as outlined in the above roles.

## 7. Acknowledgements

No acknowledgements.

## 8. Version Control and Change History

Date	Version	Approved by and Resolution No	Amendment
11 Apr 2013	Draft	Council resolution	Draft for Council's consideration