



*Agriculturally rich-Naturally beautiful*

# COUNCIL POLICY

## External Grant Funding Policy

<b>Policy/Procedure Number:</b>	PO121		
<b>Strategic Plan Objective</b>	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.1 Financially Sustainable Organisation		
<b>Policy Owner:</b>	Chief Executive Officer	<b>File Number:</b>	16/35714[v2]
<b>Responsible Officer:</b>	Director Corporate & Community Services	<b>Minute Reference:</b>	127/2019 (12/06/2019)
<b>Date Adopted:</b>	12/06/2019	<b>Next Review Date:</b>	June 2022

### 1. POLICY OBJECTIVES

The purpose of this policy is to establish criteria for effective management of External Grant Funding applications.

This policy also aims to ensure that External Grant Funding sought is aligned to the Yorke Peninsula Council's (Council) strategic direction and that Council has the necessary resources to comply with all conditions of the External Grant Funding.

### 2. SCOPE

This policy applies to all employees of the Council.

### 3. DEFINITIONS

Acquittal	The process of evaluating and reporting on the outcomes and expenditure of External Grant funding provided by the funding body. All necessary documents should demonstrate that Council has spent the External Grant Funding as specified in the Funding Agreement.
CEO	The Chief Executive Officer of the Yorke Peninsula Council (including their delegate).
Eligible	Meet all application conditions stipulated by the funding body.
External Grant Funding	Money that is secured by Council from an external body in order to deliver a specific project, provide a new service or enhance an existing service.
Funding Agreement	The contract developed by the funding body outlining the conditions of the External Grant Funding as agreed to by the Council.

### 4. POLICY/PROCEDURE STATEMENT

There are many sources of External Grant Funding that Council's may be eligible for in order to deliver a specific project or service. The Council will actively pursue opportunities to secure External Grant Funding on behalf of its community.

This Policy must be read in conjunction with Council's internal grant procedures (i.e. External Grant Funding – Applying for and External Grant Funding – Successful Application – Promapp Procedure) to ensure all steps have been followed. Careful review of the Funding Agreement must also be undertaken to ensure all milestones can be met and that Acquittal and audit requirements are understood.

Any potential conflicts of interest must also be appropriately considered.

**Application**

When Council seeks to apply for External Grant Funding, the following should be considered:

- Ability to meet funding conditions (e.g. potential matched funding requirements, other resource requirements etc.);
- Ability for Council to deliver the Funding Agreement conditions within the approved timelines;
- Alignment to Council's Strategic Management Plan;
- Alignment to Council's other strategic documents (i.e. Long Term Financial Plan, Asset Management Plans etc.);
- Ability to comply with other relevant legislative requirements (e.g. licence requirements, development approval), and Council policies (e.g. PO058 Purchasing – Procurement Policy);
- Risks that may arise from the new project or service, including risks relating to Council not receiving the grant funding;
- Whole of life cost impacts of the new project or service; and
- Opportunities for regional collaboration and the benefits and risks associated with such a partnership.

**Approval**

Prior to completing a grant application, employee must seek approval from the CEO or alternatively from the relevant Director if External Grant Funding is <\$5000.

Applications must be submitted to Council for approval where:-

- Additional unbudgeted expenditure is required; and
- Resources (staff and financial expenditure) need to be redirected.

In the case where there is a short lead time for External Grant Funding applications, which will prevent details of the funding being provided to Council prior to application, the CEO or delegate can authorise the application.

**Reporting**

In addition to submitting External Grant Funding applications to Council for approval, as outlined above, Council may request regular status reports throughout the duration of the project for high expenditure projects or those with a high level of community interest.

Council will detail all successful External Grant Funding received in the RO48 Grant Funding Register and within the Annual Report each year.

**5. COMPLAINTS**

Complaints relating to the content of this policy can be made in writing to the CEO. All complaints will be managed in accordance with Council's Complaints Policy PO147.

**6. REVIEW**

This Policy will be reviewed every three years and will also be reviewed as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines or audit findings.

**7. TRAINING**

Council is committed to supporting employees in complying with this Policy.

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Training needs will be reviewed during induction and annually, during individual performance reviews and as necessary in consideration of any changes to legislation, relevant standards, codes and guidelines or audit findings.

### **8. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO014 – Statutory Policy – Employee Code of Conduct  
PO063 – Records Management Policy  
PO091 – Risk Management Policy  
PO123 – Code of Conduct for Council Members – as Gazetted 29 August 2013  
PO142 – Budget Reporting and Amendment Policy  
PO147 Complaints Policy  
PO156 – Internal Financial Control Policy  
RO48 Grant Funding Register  
External Grant Funding – Applying for (Promapp procedure)  
External Grant Funding – Successful Application (Promapp procedure)  
Yorke Peninsula Council Strategic Plan 2012-2015  
Yorke Peninsula Council Long Term Financial Plan  
Yorke Peninsula Council Asset Management Plans

### **9. REFERENCES AND LEGISLATION**

Local Government Act 1999 (Section 133)

### **10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Corporate and Community Services

### **11. VERSION HISTORY**

<b>Version No</b>	<b>Issue Date</b>	<b>Policy No</b>	<b>Description of Change</b>
1	20/01/2016	PO149	New policy
2	12/06/2019	PO149	Update – Annual review, minor changes