



COUNCIL POLICY

External Grant Funding Policy

Policy Number:	PO121		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Chief Executive Officer	Record Number:	16/35714[V3]
Responsible Officer:	Director Corporate and Community Services	Minute Reference:	028/2022 (09/03/2022)
Date Adopted:	09/03/2022	Next Review Date:	March 2026

1. POLICY OBJECTIVES

The purpose of this policy is to establish criteria for the 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

Refer to attachment 1.

4. POLICY STATEMENT

There are many sources of External Grant Funding that Council 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 External Grant Funding Procedure PR156 to ensure all steps have been followed. Careful review of Funding Agreements must be undertaken to ensure all milestones can be met and that Acquittal, reporting and audit requirements are understood.

4.1 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.) to include the modelling through Council's LTFP to determine the impact of that grant on Council's future financial position especially where Council is going to borrow funds to provide its share of the project;

- Ability for Council to deliver the Funding Agreement conditions within the approved timelines;
- Alignment to Council's Strategic Management Plans and policies;
- Alignment to Council's other strategic documents (i.e. Long Term Financial Plan, Asset Management Plans etc.);
- Ability to comply with relevant legislative requirements (e.g. licence requirements, development approval);
- Risks that may arise from the new project or service, including risks relating to Council not receiving the grant funding;
- Whole of life cost impact(s) of the new project or service in consideration of Councils LTFP;
- Associated project management and administrative costs (including but not limited to risk management, procurement, promotion, consultation, reporting, monitoring, evaluation etc.);
- Opportunities for regional collaboration and the associated benefits and risks.

4.2 Approval

4.2.1 Budgeted Expenditure

Prior to completing a grant application, employees must seek approval from the relevant Director if the External Grant Funding being applied for is up to and including \$10,000. Alternatively, where the External Grant Funding being applied for is above \$10,000 approval must be sought from the CEO.

4.2.2 Unbudgeted Expenditure

Where additional unbudgeted expenditure/and or resources are anticipated to be required the appropriate approval must be sought and obtained, in accordance with Council's Budget Reporting and Amendment Policy PO142, before commitments are made or project/services occur.

4.2.3 Joint External Funding Application

Approval from the Elected Body must be sought and obtained before commitments are made or events occur where Council is one of a number of partners in a joint external funding application.

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.

4.3 Administration

Council has a duty to administer the use of grant funding in an efficient, effective, transparent and accountable manner to ensure that:

- The community receives the maximum benefit from grant funding;
- The requirements of the funding provider are satisfactorily met as outlined in the Funding Agreement;
- Council achieves the agreed outcomes identified in its Strategic Management Plan;
- Council's opportunities for future External Grant Funding are not compromised.

4.4 Reporting

The Elected Body and/or the CEO may request regular status reports throughout the duration of a high expenditure project or a high level of community interest.

Council will detail all successful External Grant Funding received in the Grant Funding Register R048 and within the Annual Report each year.

An Acquittal will be completed, if required by the External Grant Funding conditions, to evaluate and report on the outcomes and expenditure of the External Grant funding provided.

An evaluation and/or report on the outcomes and expenditure of the External Grant Funding provided will also be undertaken at the request of the CEO, to ensure the grant achieved the expected outcomes and objectives.

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 four (4) 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.

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. RECORDS

Records shall be maintained as required by Council's Records Management Policy PO063 and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO014 Employee Code of Conduct
PO037 Internal Review of a Council Decision Policy
PO058 Purchasing and Procurement
PO063 Records Management Policy
PO091 Risk Management Policy
PO123 Code of Conduct for Council Members
PO142 Budget Reporting and Amendment Policy
PO146 Support, Disciplinary and Performance Management Policy
PO147 Complaints Policy
PO148 Fraud, Corruption, Misconduct and Maladministration Prevention Policy
PO156 Internal Financial Control Policy
PO171 Public Interest Disclosure Policy
PR152 Public Interest Disclosure Procedure
PR156 External Grant Funding Procedure
R048 Grant Register

Yorke Peninsula Council Strategic Management Plan 2021-2025
Yorke Peninsula Council Long Term Financial Plan 2022-2031
Yorke Peninsula Council Asset Management Plans
Yorke Peninsula Council Annual Business Plan 2021-2022

10. REFERENCES AND LEGISLATION

Local Government Act 1999
Public Interest Disclosure Act 2018

11. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Directors

12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	20/01/2016	New Policy
2	12/06/2019	Minor Revision.
3	09/03/2022	Full Revision.

ATTACHMENT 1: DEFINITIONS

Term/Reference	Definition
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 terms and conditions stipulated by the funding body.
External Grant Funding	Money that is secured by Council from an external funding body in order to deliver a specific project, provide a new service or enhance an existing service.
Funding Agreement	The contract developed by the external funding body outlining the terms and conditions of the External Grant Funding as agreed to by the Council.