



External Grants Funding Policy

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| Reference Number: | 4.8 |
| Type: | Council |
| Category: | Safety & Community |
| Relevant Community Plan Outcome: | <ul style="list-style-type: none"> • Be bold and innovative in our practices, leadership and decision making. • Adaptive and sustainable management of the City's finances. • Practice transparent and accountable governance. |
| Responsible Officer(s): | Manager Community Connections |
| First Issued/Approved: | April 2003 |
| Minutes Reference: | CoS 6/11/2017, Item 3.53 |
| Last Reviewed: | November 2017 |
| Next Review Due: | November 2019 |
| Applicable Legislation: | |
| Related Policies: | |
| Related Procedures: | External Grant Funding Procedures |

1. Purpose

The purpose of this policy is to ensure the effective and sustainable management of external grants.. The key aims are to:

- establish a framework for managing, monitoring and evaluating grants and grant funded initiatives
- provide a framework for consistent, objective analysis aligned to corporate directions before applying for grants

2. Scope

This policy applies to all grants, whether match funded or not, that require applications to be made. The policy applies:

- To all Council staff
- Where Council is one of a number of partners in a joint external funding application
- Where Council auspices an external grant on behalf of another organisation/s
- Where an application is being made for renewal of a currently held grant
- Where a funding provider approves a grant application with variations to the original proposal

3. Policy Statement

Council provides a diverse range of services to meet the needs of the community. To meet these needs, Council must balance cost pressures with community expectations.

External grants can assist Council to meet the needs of the community through the funding of capital or operating projects that align with Council's corporate objectives. However, external grants also have resource implications for Council that must be taken into consideration before applying for a grant. These implications include not only financial and in-kind contributions (such as resource contributions, project management costs and administration costs) during the funding period, but also any potential ongoing liabilities beyond the funding period. For example, an operational grant that enables Council to offer a service may create expectations in the community that Council will continue to deliver that service beyond the funding period. For such reasons, it is essential that external grant funded projects/programmes align with Council's strategic objectives.

To ensure that all liabilities and implications are fully considered, any application/acceptance of a grant should only occur after a grant assessment process has been undertaken. The grant assessment process should be reflective of the level of funding on offer, as well as any potential impact on Council's capacity to manage the funded programme and any ongoing liabilities.

When applying for and managing external grant funding, the 'Principles for Effective Grant Management', as outlined in Section 4 of this policy, should be followed.

4. **Principles for Effective Grant Management**

- Ensure that the funded project or programme aligns with Council corporate/strategic objectives.
- Maintain sound administrative practices.
- Manage community expectations for service continuation.
- Practice effective project management techniques.
- Establish and adhere to clear project goals and objectives.
- Encourage the active involvement of the funding body in all funded services/ projects.
- Ensure all variations to the contractual agreement are formally agreed to by the funding body.
- Undertake planning with stakeholders prior to the implementation of the funded project, service or activity.

5. **Governance**

All grant funding applications must receive the approval of Council via a Council report.

If there is a short lead time for expressions of interest or grant applications that does not enable the details of the funding to be provided to Council prior to application, the Chief Executive or his/her delegate will authorise the application. Should the funding application be successful, a report must be provided to Council before the funding is accepted and any formal arrangements entered into.

6. Communication

Internal communication of grant opportunities:

Knowledge of external grant opportunities should be communicated across Council business units to ensure that any interested and relevant officers are aware of the opportunity and have sufficient time to consider applying. All staff are responsible for communicating grant opportunities. Methods for internal communication may include:

- Email to relevant business units.
- An External Grants Register on the intranet ('The Mine').

External communication of grant opportunities:

In line with Council's role as advocate for our community, it is appropriate that identified external grant opportunities are communicated to community organisations and businesses in the City of Charles Sturt. Methods for external communication may include:

- A page on the Council website.
- Items in Council Newsletters.
- An email to relevant networks.

7. Definitions

List all key terms and acronyms that are used in the policy, and their definition.

| Key Term – Acronym | Definition |
|--------------------|---|
| External Grant | Refers to grant funding from State, Federal or non-government agencies. |