



External Grants Funding Policy

Reference Number:	4.8
Type:	Council
Category:	Safety & Community
Relevant Community Vision Outcome:	<u>Responsible Governance</u> - We will manage our city in a sustainable and affordable way with responsible governance. <u>Excellence in Customer Experience and Service Provision</u> - We will foster an organisational culture focused on continuous improvement and delivering excellence in customer experience and service provision.
Responsible Officer(s):	General Manager Corporate Services
First Issued/Approved:	April 2003
Minutes Reference:	CoS 4/05/2026, Item 4.7
Last Reviewed:	May 2026
Next Review Due:	May 2028
Applicable Legislation:	
Related Policies:	
Related 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

The Chief Executive or their delegate will authorise the submission of grant applications. Where funding is secured, a report must be provided to Council. Where practicable, this will occur prior to acceptance of the funding and the execution of any formal agreements.

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.
- Staff news posts on the intranet

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. External communication methods may include:

- Information shared via the Council website.
- Inclusion in Council E-Newsletters or other digital channels.
- Emails distributed through relevant networks.

7. Definitions

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