

Council Policy

Acceptance of External Funding



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	ACCEPTANCE OF EXTERNAL FUNDING
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Policy Number:	GOV-07
Responsible Department(s):	Corporate Services
Relevant Delegations:	Nil
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	Nil
Policies and Procedures Superseded by this policy on its Adoption:	Nil
Adoption Authority:	Strategic Planning & Development Policy Committee
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Next Review:	March 2020

ACCEPTANCE OF EXTERNAL FUNDING

1. INTRODUCTION

Adelaide Hills Council is often eligible to receive funds for programs and projects through a variety of grants, philanthropic bequests, support groups and formal government programs. This can include specific bequests of funds from local community based groups such as Friends Groups, special interest and sporting groups.

The obligations of these funds can vary greatly, from funding to deliver an outcome to very prescriptive funding with very specific expectations. The funding can also come with an expectation of being matched by Council or Council providing additional funds, resources or expecting Council to fund the service ongoing.

Each of these opportunities needs to be assessed on strict and fair criteria to determine if Council should pursue the funding opportunity; is prepared to contribute additional funds; resourcing impacts and fit to Council's strategic plans and directions.

2. OBJECTIVES

The objectives of this policy are:

- To provide a framework for Council to review and evaluate whether to accept Grant and External Funding opportunities as they arise
- To ensure that Grant and External Funding opportunities are assessed fairly and equitably across Council
- To ensure Council is not placed at risk by accepting funding that is not suitable for Council
- To ensure that ongoing expenses beyond the term of the funding are transparent, agreed upon and are not burdensome on Council

3. DEFINITIONS

- **External Funding** refers to funds offered to Council from external bodies, both government and non-government
- **Grant Funding** refers to funds available for council to apply for, in either a competitive or non-competitive process, from external bodies, both government and non-government

4. POLICY STATEMENT

Council provides a diverse range of programs and projects to meet the needs of the community and internal stakeholders. To meet these needs, Council must balance cost pressures with community and internal stakeholder expectations.

External Funding and 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, they also have resource implications for Council that must be taken into consideration before applying for a Grant or accepting External Funding.

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 or External Funding that enables Council to offer a service may create expectations in the community or with internal stakeholders that Council will continue to deliver that service beyond the funding period. For such reasons, it is essential that projects and programmes funded by External Funding or Grants align with Council's strategic objectives.

To ensure that all implications are fully considered, any application and /or acceptance of External Funding or Grant should only occur after a grant/funding assessment process has been undertaken by management. The grant/funding 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 Funding or Grants, the 'Principles for Effective Grant Management', as outlined in this policy, should be followed.

Principles for Effective Grant Management

- Ensure that the funded project or programme aligns with Council corporate/strategic objectives
- Ensure all financial and operational implications have been considered, both short and long term
- Maintain sound administrative practices
- Manage community and internal stakeholder 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

Governance

All Grant funding applications must be approved by the Executive Leadership Team (ELT), or referred to Council (at the discretion of the ELT), prior to submission.

Where External Funding (i.e. non-Grant) opportunities are raised with Council, at the earliest opportunity these must be approved by the Executive Leadership Team (ELT), or referred to Council (at the discretion of the ELT), prior to proceeding with the opportunity.

Communication

Knowledge of External Funding and Grant opportunities should be communicated to the relevant business area to ensure that any interested and relevant officers are aware of the opportunity and have sufficient time to consider applying.

5. DELEGATION

The Chief Executive Officer has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

6. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.