


# *Council Policy*

## Grant & External Funding Acceptance



# COUNCIL POLICY

 <b>Adelaide Hills</b> COUNCIL	<b>GRANT &amp; EXTERNAL FUNDING ACCEPTANCE</b>
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<b>Policy Number:</b>	<b>GOV-07</b>
<b>Responsible Department(s):</b>	<b>Financial Services</b>
<b>Relevant Delegations:</b>	<b>Nil</b>
<b>Other Relevant Policies:</b>	<b>Nil</b>
<b>Relevant Procedure(s):</b>	<b>Nil</b>
<b>Relevant Legislation:</b>	<b>Nil</b>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>Acceptance of External Funding, 14/03/17, Item 12.1, SP8/17</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<b>15 December 2020</b>
<b>Effective From:</b>	<b>19 January 2021</b>
<b>Minute Reference for Adoption:</b>	<b>Item 12.12, 284/20</b>
<b>Next Review:</b>	<b>No later than November 2023 or as required earlier by legislation or changed circumstances.</b>

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## Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	14 March 2017	Draft Policy	SPDPC
2.0	19 January 2021	Policy Review	Council

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## GRANT & EXTERNAL FUNDING ACCEPTANCE

### 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 grant and funding opportunities needs to be assessed on strict and fair criteria to determine if Council should pursue the funding opportunity having regard to the following:

- Council's ability to deliver the outcome within the agreed parameters required by the relevant funding body
- the outcome to be achieved and the alignment to Council's adopted strategic plans and directions
- the resourcing impact, both in implementation and ongoing
- the value achieved in terms of Council's financial and resourcing commitment against other competing priorities

This policy provides Council and its administration with principles and guidelines to underpin decision making in relation to consideration and acceptance of grant and funding opportunities available to Council.

### 2. OBJECTIVES

The objectives of this policy are:

- To provide a framework for Council to review and evaluate whether to pursue and 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. SCOPE

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

- 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

#### 5. 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.

In undertaking the assessment when applying for and managing External Funding or Grants, the 'Principles for Effective Grant Management', as outlined below, 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
- 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
- Clear articulation to all stakeholders of council's role, requirements and due processes in terms of project delivery including adherence to other Council policies and procedures such as procurement, contract management and WHS
- Maintain sound administrative practices including:
  - obtaining formal funding commitments where a number of stakeholders are involved in the overall funding of a project
  - prompt invoicing of other stakeholders funding commitment
  - clear understanding of, and compliance with grant/funding conditions
  - completion of acquittal requirements within agreed timeframes

### **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 identified, at the earliest opportunity these must be considered 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.

In addition, any proposed grant needs to be captured in the Grants Register maintained on Council's internal Financial Services Sharepoint site detailing relevant information. The register will also need to be updated to reflect the status of any grant application and associated documentation as it changes.

## **6. DELEGATION**

**6.1.** The Chief Executive Officer has the delegation to:

**6.1.1.** Approve, amend and review any procedures that shall be consistent with this policy; and

**6.1.2.** Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## **7. 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](http://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.