

	POLICY - GRANTS AUSPICED BY COUNCIL	3.1	
		Version 1	Date 25/10/06
Minutes Dated 23 March 2009	Approved By : Council Decision No. 064/09	Review Date - As required	

1. OBJECTIVE

The objective of this policy is to ensure accountability, transparency and efficiency in grants auspiced by Council.

2. SCOPE

This policy incorporates any grant whether obtained by community groups for which Council is the auspicing body or obtained directly by Council.

3. DEFINITIONS

N/A

4. PROCEDURE

(a) All projects for which a grant is being applied for should be submitted to the Risk Management Committee for Review if considered appropriate.

(b) All grants are given an identifying number. This is to be utilised for any financial transactions and in any official correspondence relevant to the grant.

(c) A subject file is made for each grant. All official documentation regarding the grant is to be copied into this file.

(d) A specified Council Officer shall be appointed as the project officer and become the dedicated contact for the project and may maintain a working file throughout the duration of the project. Upon completion of the project all relevant documentation is to be copied into the relevant Subject or Property file.

(e) Where the grant is obtained by a Community Group, the Project Officer will assist that group in the implementation of the project within their capacity to do so.

(f) All expenses associated with a particular file must be firstly approved by the Project Officer and allocated to the appropriate project (using the identifying number). All expenses are to be signed off by the delegated officer.

(g) The Project Officer must ensure that the Corporate Services Department has specific details regarding the amount of funding to be received and the financial reporting requirements for every grant received.

(h) The Project Officer must ensure that all parties are aware of the project and the current status.

(i) The Project Officer must regularly request updates of the financial status of the grant on behalf of the community group or Council.

(j) The Project Officer is responsible to ensure that the appropriate reporting is undertaken upon completion of the project.

(k) The Corporate Services Manager is responsible to ensure that the financial acquittal is undertaken for the Grant Project.

5. IMPLEMENTATION

Upon the notification of a successful grant application the Project Officer must inform the relevant staff and begin the implementation of the procedure.

6. DELEGATION

This policy delegates the:

- Project Officer to ensure the procedure is implemented.
- Corporate Services Manager to ensure appropriate financial procedures are followed to enable timely reporting;

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the Project Officer for the grant.

8. REPORTING

Status of current grants is to be reported to Council in the relevant monthly report as required.

9. STATUTORY REQUIREMENTS

N/A

10. REFERENCES

N/A

11. ATTACHMENTS

N/A