



**GLAMORGAN  
SPRING BAY  
COUNCIL**

Glamorgan Spring Bay Council

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# **Applying for Grants on Council Land Policy**

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Version [1.0]

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## Document Control

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<b>Responsible Officer</b>	Alex Woodward
<b>Department responsible for policy development</b>	Planning & Development
<b>Related policies</b>	<ul style="list-style-type: none"><li>• Council's Long-Term Financial Plan</li><li>• Council's Asset Management Plans</li><li>• Use of the Common Seal of Council Policy</li></ul>
<b>Publication of policy</b>	Website

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# 1 Introduction

## 1.1 Purpose

The purpose of this policy is to:

- a) Provide a consistent approach on the management of grants for capital works funded through external organisations; and
- b) To ensure that any external funding opportunities are assessed using clear criteria to ensure that any grant applications align with Council's plans and strategies and are not burdensome on Council.

## 1.2 Scope

This policy applies to all grant applications for capital works involving the use of council land. The policy applies to all Council staff, Elected Members, and external parties using Council Land within the grant application.

## 1.3 Definitions

<b>Council</b>	is Glamorgan Spring Bay Council
<b>Capital Works</b>	works undertaken to create a new asset or space, or to change the use, function or layout of an existing asset or space
<b>External Grant</b>	means any assistance by way of a sum of money or other resource provided to Council or a third party by State, Federal or non-government agencies on the condition that the assistance is used for capital works

## 1.4 Objectives

- a) Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives.
- b) To ensure consistent and objective analysis of external funding opportunities and alignment with Council's Strategic Plan.
- c) To encourage the submission of grant funding applications that maximise Council's return on investment/contribution outcomes.
- d) To support Council's agility in lodging timely external grant funding applications.

## 1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Local Government Act 1993*
- Council's Long-Term Financial Plan
- Council's Asset Management Plans
- Use of the Common Seal of Council Policy

## 1.6 Policy Review and Update Cycle

This policy is to be reviewed initially in February 2022 and thereafter, every four years.

## 2 Policy

- 2.1 All applications for external grants using Council Land must be aligned with the Council's Strategic Plan, Asset Management Plans, Long-Term Financial Plan and/or any other Council operational plans before being considered.
- 2.2 The criteria used for assessing grant application proposals will be:
- a) Adherence to the grant funding program guidelines, eligibility and merit criteria to assess that the project, program or service will likely meet or align well with the relevant criteria
  - b) The capacity and expertise to complete the project, program or service
  - c) Council's required contribution (both in-kind or financial), alignment to existing budget approvals and future budget requirements, and ability for value of grant funding to be sufficient to meet stakeholder expectations
  - d) Impact on internal and external stakeholders, including establishing clearly defined and agreed roles and responsibilities for managing External Grant Funding and meeting the required outcomes
  - e) Assessment of relevance and risks to the community and Council
  - f) Ability to comply with proposed contractual terms and conditions, other relevant legal requirements (e.g. licence requirements), and Council policies or documents (e.g. Purchasing Code)
  - g) Whole-of-life-cost impacts of the funding opportunity if relevant (which takes into account all aspects of cost over time including capital, maintenance, management, insurance, disposal and operating costs)
  - h) Project management and administrative costs associated with the External Grant Funding (including but not limited to project management, risk management, procurement, promotion, communication, reporting, monitoring, evaluation etc.)
  - i) Ability for Council to deliver the agreed grant objectives within approved timelines
  - j) Opportunities for regional funding partnerships and the benefits and risks associated with entering into these partnerships
  - k) Authority approvals required to implement the project, program or service and the likelihood of obtaining those approvals within reasonable timeframes.
- 2.3 Council approval is required where the external grant application is not included in Council's Annual Plan & Budget, or Long-Term Financial Plan. This is to be assessed by the General Manager whom in turn will provide a report to Council with a recommendation.
- 2.4 The General Manager is authorised to approve the submission of grant funding applications on behalf of Council, under delegated authority, where there is no monetary contribution required by the Council, and where in-kind contributions by Council do not significantly impact Council's operations.
- 2.5 The General Manager is authorised to approve or decline submissions on behalf of Council to the value of \$10,000, under delegated authority of grants, provided all of the following criteria can be demonstrably satisfied:
- a) There is a short lead time for External Grant Funding applications which does not enable a report to be considered by Council for resolution to submit an application prior to the funding program deadline, and
  - b) The Council's financial indicators will not extend outside of desirable levels, as reported in the Annual Business Plan & Budget, or Long-Term Financial Plan, if all live grant applications are successful, and

- c) A report for decision on External Grant Funding applications submitted under these circumstances will be provided to Council prior to any successful funding being accepted and any legally enforceable agreement being entered into.
- 2.6 A report will be presented to Council to notify the lodgement of External Grant Funding applications. The outcome of External Grant Funding applications shall be reported to the Council. For successful applications where the legally enforceable agreement to be executed between grant funding parties allows the General Manager to execute the agreement, Council's delegations of authority to commit funds in accordance with its Procurement Policy shall be used to define which Council Officers have the appropriate delegation to execute such agreements.
- 2.7 In some circumstances the legally enforceable agreement requires the Common Seal of the Council to be affixed to the agreement, in which case the 'Use of the Common Seal of Council Policy' must be adhered to.
- 2.8 Where the Funding Provider or the General Manager notifies the other party of an intention to vary the scope, budget or terms of a successful or proposed grant funding agreement from that which was applied for, the General Manager is authorised under delegated authority to negotiate varied terms on behalf of the Council provided that they do not significantly alter the outcomes of the project, program or service. The General Manager is authorised under delegated authority to approve budget variations within the limitations of their delegations.
- 2.9 Projects, programs or services shall be implemented in accordance with grant funding agreement terms and conditions. If a project, program or service is not proceeding in accordance with the approved plan or budget, it shall be reported in accordance with the grant funding agreement terms and conditions as soon as possible. If budget or scope variations are proposed to complete the project, program or service, they shall be approved in accordance with the Variations clauses contained within Council's Procurement Procedures – Contractor Management.

### 3 Implementation

Implementation of this Policy rests with the General Manager.

### 4 Attachments (if applicable)

Nil