

2.57 Grants Management

POLICY TITLE: GRANTS MANAGEMENT

FILE REF: SC153

EXPIRY DATE: DECEMBER 2026

PURPOSE

The purpose of this policy is to clearly enunciate the steps that are generally to be followed to search out, apply for, accept, manage, report, acquit, claim for reimbursement, sign-off and finalise the processing of any government grant.

The policy also aims to assist Council in monitoring the progress of grant funded projects and managing the expenditure of grant it receives from external sources.

POLICY STATEMENT

Council will aim to maximise its opportunities to seek out and apply for grants that are relevant to its functions and within its capacity to deliver. Council acknowledges that grants are an important source of revenue and can assist Council in meeting the objectives contained in the Community Strategic Plan including the following:

- Our community services and facilities meet the needs of the community.
- Our shire is attractive and welcoming to businesses, industry, residents, and visitors.
- Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.
- Council is strong, sustainable and able to stand alone.

SCOPE

This policy applies to grant programs which are announced from time to time and require Council to submit applications and/or project proposals for independent assessment against relevant criteria and grant program guidelines.

This policy does not apply to long established, recurring, and predetermined grants received by Council on an annual basis e.g. Financial Assistance Grants, Roads to Recovery grants, Regional Roads Block grants, Weeds Action Plan grants and the like.

GRANT MANAGEMENT PROCEDURES

Council will keep abreast of grant opportunities by subscribing to and/or receiving circulars from the Australian Local Government Association, Local Government NSW and Office of Local Government, media releases from government ministers, local parliamentarians and government departments, and specific grant platforms such as GrantGuru.

The Director of Community and Corporate Services will be responsible for maintaining a data base of community based not-for-profit organisations, including Council's section 355 committees, that will be used for distributing information regarding grant opportunities that may be applicable to community organisations.

Each Directorate within Council will be responsible for seeking out, applying for and, if successful, submitting progress reports and otherwise managing grants received from external sources that are relevant to the Directorate's functions.

Where a grant application requires a contribution from Council that is not incorporated in Council's adopted budget, the matter will be reported to Council.

Where the grant will result in the acquisition of a new asset, the report will include the financial impact of the acquisition on the Council's Annual Operational Plan and Budget, and Long-term Financial Plan.

RECORD KEEPING

Where Council has been successful in securing a grant, a new Special Container will be created in Council's Electronic Document and Records Management System, Content Manager, for the purposes of registering and recording all relevant documentation relating to that grant.

MONITORING AND COMPLIANCE

The General Manager will be responsible for maintaining a 'Grant Funded Projects Status Report' for the purposes of:

- Monitoring progress of grant funded projects.
- Monitoring and controlling expenditure of the grant funds.
- Ensuring compliance with any funding agreement and conditions of the grant funding.

The 'Grant Funded Projects Status Report' will be a standing agenda item for meetings of the Council's Management Executive (MANEX) and be tabled at a Council meeting on a quarterly basis.

*Adopted by Council 18 December 2023
Refer minute 235/23*

*Adopted by Council 21 December 2020
Refer minute 268/20*