	<b>Function:</b> FINANCIAL MANAGEMENT	<b>Adopted:</b> 7 <sup>TH</sup> DECEMBER 2016
	<b>Policy Number:</b> FIN020	<b>Resolution No.:</b> C279:1216
	<b>Version Number:</b> 1	<b>Last Review:</b> 5 <sup>th</sup> December 2018
	<b>Frequency of Review:</b> As Required	<b>Resolution No.:</b> C235:1218
		<b>Next Review:</b> TBA
<b>EXTERNAL GRANT FUNDING POLICY</b>		

## Policy Statement

This framework applies to the identification, assessment, application, management and reporting of all grants applied for and received by the Copper Coast Council.

### 1. Introduction

The Copper Coast Council relies on external grant funding as an important source of funding to enable the introduction or continuation of services and facilities which might otherwise be outside of the immediate financial capacity of the Council.

Council is committed to providing a quality grants program. This will be achieved through a standardised framework for the assessment, application, management and reporting of grants applied for and received by Council.

There are several types of grants generally available to Council:

- **Restricted:** Grant funds to be used for specific programs or purposes;
- **Unrestricted:** Grant funds may be used for any operating purpose;
- **Refundable:** Grant funds to be returned if terms of the grant are not met;
- **Non-Refundable:** Grant funds are retained regardless of outcome.

### 2. Applicable Legislation & Related Documents

Local Government Act 1999  
 Local Government (Financial Management) Regulations 2011  
 Australian Accounting Standards

Funding Policy  
 Long Term Financial Plan  
 Annual Business Plan and Budget  
 Strategic Plan

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### 3. Integration with Corporate Objectives

Governance Objective – Leadership

To provide leadership and ensure resources are managed efficiently and effectively.

Finance – to have open accurate and effective financial Management

### 4. Definitions

External Grant – means any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies on the condition that the assistance is used for a specified purpose.

Funding agreement – means a legally enforceable agreement setting out the terms and conditions governing funding determined by the grant giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required. The forms of enforceable funding agreements include:

- a) Deed;
- b) Contract; and
- c) Exchange of letters.

### 5. Application

Grants may, either as a condition of the grant itself or politically, commit council to financially maintain a program or asset after the expiration of the grant. Accordingly, council has developed a grants policy that requires consideration before applying for or accepting grants to maximise the benefits of grants while minimising their risks.

#### **Scope**

This policy applies to all grants that require applications to be made. The policy applies to all Council staff.

- 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;
- Where an application is being made for renewal of a currently held grant;
- Where funding provided approves a grant application with variations to the original proposal.

#### **Seeking of Grants**

Council will actively seek funding opportunities by identifying available grants which are consistent with its strategic planning and priorities.

Management shall approve government grants and contributions from other funding sources prior to application. More specifically, consideration should be given to the following:

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- Relevance of the project or service to the Strategic Management Plan, Asset Management Plan and Long Term Financial Plan;
- Requirements for matching funds or other level of contribution;
- Lifecycle costs of funded assets, including maintenance, administration and replacement cost;
- Inherent and support costs of funded services, including contingency arrangements if the grant was suspended or cancelled;
- Likely outcome of the project or service and impact on Council's financial position in the event of application failure; and
- Terms and conditions of the grant.

When acceptance of a grant is subject to commitment of unbudgeted funds, approval shall be sought from Council.

### ***Administration of Grants***

Council has a duty to administer the use of grant funding in an efficient, effective, transparent and accountable manner to ensure that:

- The community receives the maximum benefit from grant funding;
- The requirements of the funding provider are satisfactorily met as outlined in the funding agreement;
- Council achieves the agreed outcomes identified in its Strategic Management Plan; and
- Council's opportunities for future external funding are not compromised.

Grants should be included in Council's Long Term Financial Plan and Annual Budgets only where there is a reasonable expectation of success.

If an application for a budgeted grant is unsuccessful, the financial impact will be recorded in the next quarterly Budget Review, at which time Council will re-assess the project or service to determine the treatment of any budgeted matching funding.

Recurrent grants shall be reviewed annually by management to assess their relevance and any implications to Council, prior to adoption of the Annual Budget.

Council shall maintain detailed financial records of grant income due and received, and for the associated expenses for every tied grant.

Grant claims shall be raised through Council's sundry debtor system, with due consideration to the treatment of GST as outlined in the funding agreement. Outstanding grants shall be followed up in accordance with Council's debt recovery process.

### ***Grants Register***

Council shall maintain a Grants Register, which will record the application, approval, responsibility and key elements of each grant.

The register shall be monitored regularly to ensure that entries accurately reflect all grant applications, application outcomes, funding arrangements and any other relevant condition, and that claims are made promptly in accordance with funding agreements, Annual Budgets and this policy.

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**6. Delegation**

The Council has delegated financial administration to the CEO with exceptions as outlined in the Local Government Act 1999 section 44.

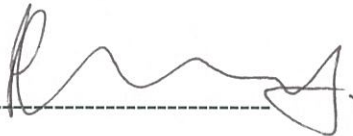
**7. Adoption and Review**

This Policy will be reviewed as required, with the review being undertaken by the Corporate Services Department and a report provided to Council for consideration and adoption.

**8. Availability of Policy**

This Policy will be available for inspection without charge at the Council's Principal Office during normal business hours, and on Council's website.  
A copy of this Policy may be obtained on payment of a nominated fee from Councils' principal office or may be down loaded from Councils' website.

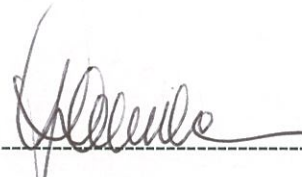
Signed \_\_\_\_\_



Mayor

Date 17/1/2019

Signed \_\_\_\_\_



A/Chief Executive Officer

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