

GRANTS POLICY

Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
First Issued / Adopted	22 July 2015
Review Period	2 Years
Last Reviewed	25 November 2020, February 2018
Minutes Reference	OM380/20, OM59/18, OM195/15
Next Review Date	November 2022
Applicable Legislation	Local Government Act 1999 Local Government (Financial Management) Regulations 2011 Australian Accounting Standards
Related Documents	Business Plan & Budget Framework Policy Funding Policy Major Projects Prudential Policy
Public Consultation Required	No
File Reference	9.63.1.4

1. PURPOSE

To provide a process for the assessment, application, recognition, management and reporting of grants and contributions received by Council.

To identify appropriate and available grants and contributions that meet community expectations as identified in the Community Plan, Long Term Financial Plan, Business Plan and Annual Budget.

To ensure that all aspects of the grant process are followed including agreement conditions, guidelines, timeframes and reports.

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2. SCOPE

This policy applies to the identification, assessment, application, management and reporting of all grants applied for and received by Port Pirie Regional Council.

3. DEFINITIONS

Council means Port Pirie Regional Council

4. POLICY STATEMENT

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

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.

Grant funds generally have one or more of the following attributes:

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

This means that all grants must be carefully managed in accordance with the conditions of the funding agreement.

4.2 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 influence of the following on the long term financial sustainability of Council:

- Relevance of the project or service to the Community Plan, Asset Management Plan and impact to the 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.

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4. POLICY STATEMENT (Cont'd)

4.2 Seeking of Grants

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

4.3 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 Community Plan; and
- Council's opportunities for future external funding are not compromised.

Grants should be included in Council's Long Term Plans and 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 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 Procedure.

4.4 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 conditions, and that claims are made promptly in accordance with funding agreements, Annual Budget and this Policy.

The contents of the Grants Register shall be reported periodically to Management and Council and be included in Council's Annual Report.

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5. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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