REGIONAL COUNCIL OF GOYDER

GOYDER South Australia's Heartland	***Grants Policy***	**Section:**	G
		Version No:	1.0
		Adopted:	15/11/16
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		Next Review:	Nov 21
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		Responsibility:	Director of Finance

1. Introduction

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 Council and may not have been identified in Council's current Long Term Financial Plan.

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

There are several types of grants generally available to Council:

1. Restricted – Grant funds to be used for specific programs or purposes (eg Roads to Recovery, Special Local Roads);
2. Unrestricted – Grant funds may be used for any operating purpose (eg annual Grants Commission);
3. Refundable – Grant funds to be returned if terms of the grant are not met;
4. Non-Refundable – Grant funds are retained regardless of outcome (eg annual Grants Commission).

2. Seeking of Grants

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

Consideration should be given to the following:

1. Relevance of the project or service to the Council Strategic Plan, Asset Management Plan and Long Term Financial Plan; and
2. Terms and conditions of the Grant.

3. Assessment and approval of Grants

Management shall assess and approve government grants and contributions from other sources prior to application.

Consideration should be given to the following:

1. Requirements for matching funds or other level of contribution;
2. Lifecycle costs of funded assets, including maintenance, administration and replacement cost;
3. Inherent and support costs of funded services, including contingency arrangements if the grant was suspended or cancelled;
4. Likely outcome of the project or service and impact on Council's financial position in the event of application failure; and

5. Ability of Council to meet the financial requirements of the grant application within the constraints of the current Council approved budget.

If during the assessment phase Council management determine that additional funding is required to meet the grant application funding conditions that is outside of the financial constraints of the current Council approved budget then a report detailing the grant application criteria and financial impact must be submitted to Council for consideration, assessment and approval.

4. Administration of Grants

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

1. The Community receives the maximum benefit from grants funding;
2. The requirements of the funding provider are satisfactorily met as outlined in the funding agreement;
3. Council achieves the agreed outcomes identified in its Strategic Plan, Asset Management Plan and Long Term Financial Plan; and
4. Council's opportunities for future external funding are not compromised.

Grants will be included in Council's Long Term Financial Plan and Annual Business Plan and Budget only when they are approved for a set period eg (Roads to Recovery) or are annual grant funding from Local Government Grants Commission and Libraries SA.

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

Grant claims shall be raised through Council's Synergy Soft Sundry Debtor Module with due consideration to the treatment of GST as outlined in the funding agreement.

5. Grants Register

Council shall maintain a Grants Register which will record the application, approval, responsibility, general ledger accounts for income and expenditure 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 all claims are made promptly in accordance with funding agreements, annual business plan and budget and this policy.

The contents of the Grants Register shall be reported annually to the Audit Committee and Council and be included in Council's Annual Report.

Document History	Version No:	Issue Date:	Description of Change:
	1.0	18/10/16	Audit Committee adopted.
	1.0	15/11/16	Council adopted.
	1.0	17/11/17	Audit Committee reviewed – no changes
	1.0	19/11/19	Audit Committee reviewed with minor amendments AC17/19
	1.0	17/12/19	Council adopted with minor amendments refer minute 281/19