External Grants Policy

Council Policy

Renmark Paringa Council

Responsible Officer	Manager Financial Services
Relevant Legislation	Local Government Act 1999 – Section 133
Adopted	23 July 2024
Reviewed	n/a
Next Review	June 2028

1. Purpose

1.1 Council recognises that opportunities to secure grants for specific projects or purposes arise periodically.

1.2 The purpose of the External Grants Policy (the "Policy") is to enable Council to pursue such opportunities and provide efficient service delivery by:

1.2.1 Establishing an effective, sustainable and risk-focused framework for managing, monitoring and evaluating grants provided by external organisations; and

1.2.2 Determining a consistent and objective analysis aligned to Corporate Strategy prior to application for external grant funding.

2. Definitions

2.1 **Budgeted amount** – means the amount allocated for a particular project by a Council adopted budget.

2.2 **Funded amount** – means the amount awarded by an external grant.

2.3 **Arrangement** – means the agreement that governs the award of funds upon successful application. This includes arrangements of both unconditional 'once-off' payments and

arrangements which prescribe specific terms, conditions, and/or obligations in order to secure the funds.

2.4 **Short Lead Time** – The deadline by which the application is to be submitted is such that Council approval at an upcoming meeting is not viable; or to achieve Council approval prior to submission of an application would result in a failure to meet the application deadline.

2.5 **Whole-of-life costs** – The total expense of owning an asset over its entire life, from purchase to disposal. Calculation of this cost includes purchase and installation, design and building costs, operating costs, environmental/social impact factors, maintenance, associated financing costs, depreciation and disposal costs (and so on).

3. Scope

3.1 This Policy applies to all externally funded grants, whether in part or solely funded by an external organisation, that require applications to be made. The Policy applies:

3.1.1 To all Council Staff;

3.1.2 Where Council is one of a number of partners in a joint external funding application;

3.1.3 Where an application is being made for renewal of a currently held grant;

3.1.4 Where Council auspices an external grant on behalf of another organisation;

3.1.5 Where a funding provider approves a grant application with variations to the original proposal

3.2 This Policy does not apply to applications for funding received from the Community.

4. Application of Policy

4.1 Prior to submission of an application for external grant funding, the following criteria is to be considered:

4.1.1 Consistency and alignment with Council Strategic Plan and Annual Business Plan

4.1.2 Council's required contribution;

4.1.3 Ability to comply with proposed contractual terms, conditions, and Council Policies (those set out in Related Documents);

4.1.4 Ability for council to deliver the agreed grant objectives within approved timelines;

4.1.5 Whole-of-life costs impacts of the funding opportunity if relevant;

4.1.6 Administrative costs and impacts on resources associated with the application, project management, and implementation of obligations, if any;

4.1.7 Opportunities for regional funding partnerships;

4.1.8 Ability to undertake planning with stakeholders prior to the implementation of the funded project, service or activity;

4.1.9 Any risks of the relevant arrangement are to be balanced with benefits provided to the community.

5. Council Approval

5.1 Applications for external funding do not require Council approval, where Council's contribution has been previously accounted for by Council.

5.2 Council approval is not required where:

5.2.1 Council's contribution, if any, has been accounted for within:
(1) the budget for the current financial year, or
(2) the budget for the following financial year

5.2.2 and on-going costs or additional resources (if any) are accounted for by the budgeted or funded amount.

5.3 To avoid any doubt, Council approval will not be sought for an application that does not impact Council's budget, and any additional costs or resourcing is provided for by the funded amount.

5.4 Applications for external funding that do not require Council approval must be approved by a Director if the awarded amount is to be $5000 or more. Approval can be requested and given by e-mail or by an action in Council's information management system.

5.5 Applications that require Council approval

5.6 All applications which have not been previously budgeted by Council in the way described in 5.2, require Council approval prior to submission, except where not possible due to short lead times.

5.7 In the circumstances that there is a short lead time for an External Grant Funding Application which does not enable details of the funding to be provided to Council prior to application, the CEO or delegate will authorise the application. A report must be provided thereafter at the Council meeting immediately following submission. At that point, Council may approve or withdraw the application.

5.8 Council reports requesting approval of external grant applications are to consider relevant criteria outlined at clause 4.

5.9 Where the expenditure has not been previously budgeted by Council in the way described in cl 5.1, no funding is to be accepted, and no formal arrangements are to be entered into, prior to approval by Council.

5.10 Council staff will make best possible efforts to ensure that submission of external grant applications does not result in short lead times.

6. Review

6.1 The Policy will be reviewed once per Council term or as required by legislation.

7. Availability

This Policy will be available from Councils website: www.renmarkparinga.sa.gov.au and available for inspection at the Council Offices in Renmark during ordinary business hours at no charge

Per the current Fees & Charges schedule, charges apply for the provision of a printed copy of this Policy.

8. References/Related Documents

Renmark Paringa Council Strategic Plan

Renmark Paringa Council Annual Business Plan & Budget

Renmark Paringa Council Long Term Financial Plan

Renmark Paringa Council Asset Management Plan

Renmark Paringa Council Procurement Framework

9. Document Control

Version	Approval Date	Approved by	Resolution	Amendment/s
1.0	26 June 2024	Policy Review Committee	PRC2024-25	n/a First Version
1.0	23 July 2024	Renmark Paringa Council	OC2024-117	n/a First Version
2.0				
3.0				