

Gladstone Regional Council

Council Policy

Title	EXTERNAL GRANTS POLICY
Policy Number	P-2022-01
Business Unit/s	STRATEGY & TRANSFORMATION
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

The purpose of this policy is to establish the criteria and decision making to be applied when considering external grant funding opportunities.

2.0 SCOPE:

This policy applies to all external grant funding opportunities whether in cash or in-kind and applies if Council proposes to be a sole or joint funding applicant.

3.0 RELATED LEGISLATION:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

4.0 RELATED DOCUMENTS:

- Investment Decision Framework Policy and Corporate Standard
- Budget Management Corporate Standard
- External Grant Funding Management Corporate Standard
- Gladstone Regional Council Corporate Plan 2021-2026
- Long Term Financial Plan
- Strategic Asset Management Plans

5.0 DEFINITIONS:

To assist in the interpretation of this policy the following definitions apply:

the Business means Gladstone Regional Council

CEO means Chief Executive Officer of Gladstone Regional Council who holds an appointment under Section 194 of the *Local Government Act 2009* and includes a person acting in this position

Council means Gladstone Regional Council

Councillor means a Councillor of Gladstone Regional Council as defined under *the Local Government Act 2009* and includes the Mayor

External Grant means any assistance by way of a sum of money or other resource provided to Council on the condition that the assistance is used for a specified purpose/s

Minor Project means projects valued up to and including \$20,000

Recurrent Grant Funding means grant funding that is generally provided to Council on an annual basis subject to Council meeting the ongoing eligibility, acquittal or submission requirements

6.0 POLICY STATEMENT:

6.1 Background

The Federal and State Governments and other private and public sector organisations offer grant funding opportunities to organisations to encourage and assist in the development of targeted infrastructure and services. Grants are an important source of funding for Council projects and activities but need to be considered in the context of Council's priorities, plans, area of responsibility, capacity to fund & deliver projects, Council's capability to be able to afford to continue to maintain and other funding options. This policy sets out the key policy principles and guides at what level of the business decision making will be made.

6.2 Policy Principles

1. Council will seek external grant funding for projects and activities that align with Council's key strategic priorities and plans.
2. Council Officers as identified in Council's Delegation Registers, are authorised to lodge external grant funding applications for projects that meet one or more of the following criteria:
 - a) Projects which have been approved in Council's Capital and Operational Budget Cycle
 - b) Projects that are included in Council's Long-Term Financial Plan and/or Asset Management Plans and the funding generally aligns with the priority for delivery of the projects
 - c) Projects that have been assessed through the Investment Decision Framework and obtained at a minimum, Gate 2 approval
 - d) Projects to be included in Council's Recurrent Funding Programs which have been identified and prioritised for delivery in the relevant recurrent funding period
 - e) Minor projects where it has been determined that the value of the external grant is greater than the value of the resources required to apply, report and acquit the external funding
 - f) Disaster recovery works where the State and Federal Governments have made funding available for recovery following a disaster or emergency event.
3. Council recognises that Councillors are elected to represent the views of the community and therefore Councillors will be the decision makers in relation to any grant application that falls outside of Section 6.2.2. Council will include the following considerations in its decision making:
 - Alignment with strategic plans and the priority of the project
 - Emerging needs in the community demonstrated through evidence-based data and information

- Council’s ability to provide matching funding where required, and its capacity to deliver the project within the constraints of Council resourcing and other budget commitments
 - Whether the funding stream is the sole source, or most appropriate funding stream, for the proposed project
 - The readiness of a project and any associated risks
 - Collaboration and engagement opportunities
 - The potential for Council to be competing against other business or community organisations for the funding
 - Any reputational issues that may arise from making a decision to apply for, or not to apply for external grant funding opportunities
 - The benefits the community will obtain from the project.
4. The CEO may also decide that any external grant funding application, including those identified for Council Officer level decision making, be referred to Council for decision making where it is determined that the proposal would benefit from Councillor consideration.
5. In circumstances where external grant funding opportunities fall outside of the scope of Section 6.2.2 are received on short notice, which prevent them from being tabled for decision as part of Council’s normal meeting cycle, the CEO will:
- a) As soon as practical, inform all Councillors of the external grant funding opportunity and its scope and eligibility requirements; and
 - b) Advise Councillors of any potential projects that may be in a state of readiness for seeking this external grant funding.

In these circumstances the CEO is authorised to approve the submission of external grant funding applications.

6. A regular quarterly report on all external grant funding will be presented to Council to ensure Councillors remain informed.

7.0 ATTACHMENTS:

Nil

8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved			
Amendment 1			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER