

	<h1>District Council of Cleve</h1>	Version No:	3
		Issued:	June 2022
		Next Review:	June 2025

Policy Name: 7.10 - Grants

1 INTRODUCTION

Council often receives significant grants from other levels of government and from other organisations to support our programs and activities. Often, grants come with specialised requirements that can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, and specialised reporting requirements.

The intent of this Policy is to provide Council staff with a strategic and methodical approach to the management of these incoming grants from the initial notification of grants opportunities through to the acquittal of successful grant funding.

2 OBJECTIVES

This Policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council.
- Identify and maximise opportunities for additional revenue to align with Council's Strategic Plan goals in an open and transparent manner.
- Adopt a best practice approach in the administration of grants.
- Manage information relating to new and existing grant programs.

3 POLICY

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and Council activities.

Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council, such as matching funding or to maintain assets or services.

The program or project for which grant assistance is sought must be aligned to Council's Strategic Plan with consideration given to the Long Term Financial Plan and Infrastructure and Asset Management Plan. If new assets are to be acquired through grant funding, the life cycle cost of the asset/s must be considered prior to acceptance.

The following responsibility/accountability of Grants should be applied:

- Management is responsible for coordinating incoming grants management in the first instance.
- The Chief Executive Officer (CEO) shall be responsible for determining which grant opportunities should be pursued by Council staff. Projects already identified within the Budget or Strategic Plan should take priority for grant funding opportunities.

	<h1>District Council of Cleve</h1>	Version No:	3
		Issued:	June 2022
		Next Review:	June 2025

Policy Name: 7.10 - Grants

- Funding opportunities will be referred to Council for approval with reference to the following issues:
 - Requirement of Council to make co-contributions in excess of amounts identified in the current budget.
 - When it is considered that an external consultant should be engaged to compile the application and this decision is outside existing financial delegations.
 - Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported for approval and consideration of budget variations.
- The CEO will advise Council periodically of potential grants Council are investigating.

4 RECORDING OF GRANTS

A Grants Register will be maintained each year to enable monitoring and subsequent reporting and acquittal of all grants.

5 AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

6 ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 14 June 2022.



David Penfold
Chief Executive Officer

7 DOCUMENT REVIEW

The Council may review this policy from time to time, however it is anticipated that a review of the policy will be undertaken in June of every third year. Council has the right to review this policy at any time, if considered desirable.

	<h1>District Council of Cleve</h1>	Version No:	3
		Issued:	June 2022
		Next Review:	June 2025

Policy Name: 7.10 - Grants

8 REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
3	14/06/2022	M Quinn	Formatting Added availability of policy, adoption of policy, document review and review history sections.