

Policy Title:	GRANT APPLICATIONS POLICY
Policy Subject:	Finance
Policy No:	#889621v8 – CP050
Directorate:	Development & Community
Department:	Community & Economy
Section:	Grants
Responsible Officer:	Executive Manager Community & Economy
Authorised by:	Director Development & Community
Adopted Date:	28/01/2009
Review Date:	18/07/2021
Amended Date:	18/07/2018
Risk Assessment:	Low

OBJECTIVE:

The Fraser Coast Regional Council (FCRC) recognises that maximising grant and subsidy funding is an integral part of good governance and management practice. This policy establishes Council's intention to create and maintain controls which will aid in the administration of identified funding opportunities within Council's strategic planning framework.

POLICY:

That all grant funding applications for Fraser Coast Regional Council projects must be supported by Council's strategic planning processes and approved by Council's management processes before applications will be prepared and submitted.

Philosophy

There are a variety of funding opportunities available to Councils that can be used to assist in the undertaking of Council and community projects.

It is important that Council's strategic processes influence the grants application processes so that Council achieves the desired outcomes. There may be occasional opportunities for full subsidy funding of projects outside the scope of the Strategic Plan and these should be considered on their merit and applied to projects already identified in Council's Long Term Financial Plan.

Role

The role of this policy is to give direction to the process of Council making grant submissions for application to Council projects.

Authorities & Responsibilities

Council determines projects and associated budget allocations through its strategic planning process. When a project has been identified, a Project Officer will be identified within the appropriate department. It is the responsibility of the Project Officer to prepare reports for and seek approval from Council for projects to proceed before grant applications are submitted.

The Project Officer will also ensure that adequate project planning has been undertaken and that the project has been developed to the stage where any plans, strategies or documentation required for the application process can be prepared and provided to the Grants Officer in a timely manner.

The Project Officer and other Council staff will not make changes to any component of the application form, or any associated documentation without informing the Grants Officer.

It is the responsibility of the Project Officer to ensure that Council can comply with all aspects of the Funding Agreement before the documentation is sent to the CEO or appropriate Council officer for signing. Any amendments required to the Funding Agreement should be communicated to the Grants Officer, who will seek a variation from the funding body.

The Project Officer is also required to advise the Grants Officer immediately of any delays, variations or changes to the project that may occur during the project delivery. The Grants Officer will then seek any required extensions or variations from the funding body.

The Project Officer will advise the Grants Officer immediately when a project is completed or finalised.

The Project Officer will also ensure that they provide to the Grants Officer any documentation required for the reporting and acquittal processes in a timely manner.

The Grants Officer will advise Directors and Executive Managers and/or identified Project Officers of grant opportunities and timelines.

The Grants Officer will work with Project Officers to ensure that all reporting and acquittal processes are completed within allocated timelines.

Councillors and the Executive will also be advised via email of successful grant applications when such notifications are received by the Grants Officer.

When such notifications are received by the Project Officer or by Directors or Executive Managers, the Grants Officer will be notified and copies of the Funding Agreement will be made available to the Grants Officer.

Scope and Activities

All Council identified projects will be analysed to determine whether subsidy funding opportunities exist. Where such funding is available and where Council approval for the project has not already been given, the nominated project officer, with the support of the Grants Officer will prepare a report for Council or Executive approval. The Grants Officer will work with the allocated Project Officer to prepare and lodge such submissions.

The Grants Officer will maintain regular contact with the nominated Project Officers to ensure communication of approvals and funding conditions. The Grants Officer will work with the nominated Project Officer to ensure adherence to reporting and acquittal frameworks.

Reporting Standards

The Grants Officer will prepare quarterly reports to Council on the status of projects funded and submitted for funding, including an analysis of Council's success in obtaining external funding.

Relationships

Nil

HEAD OF POWER:

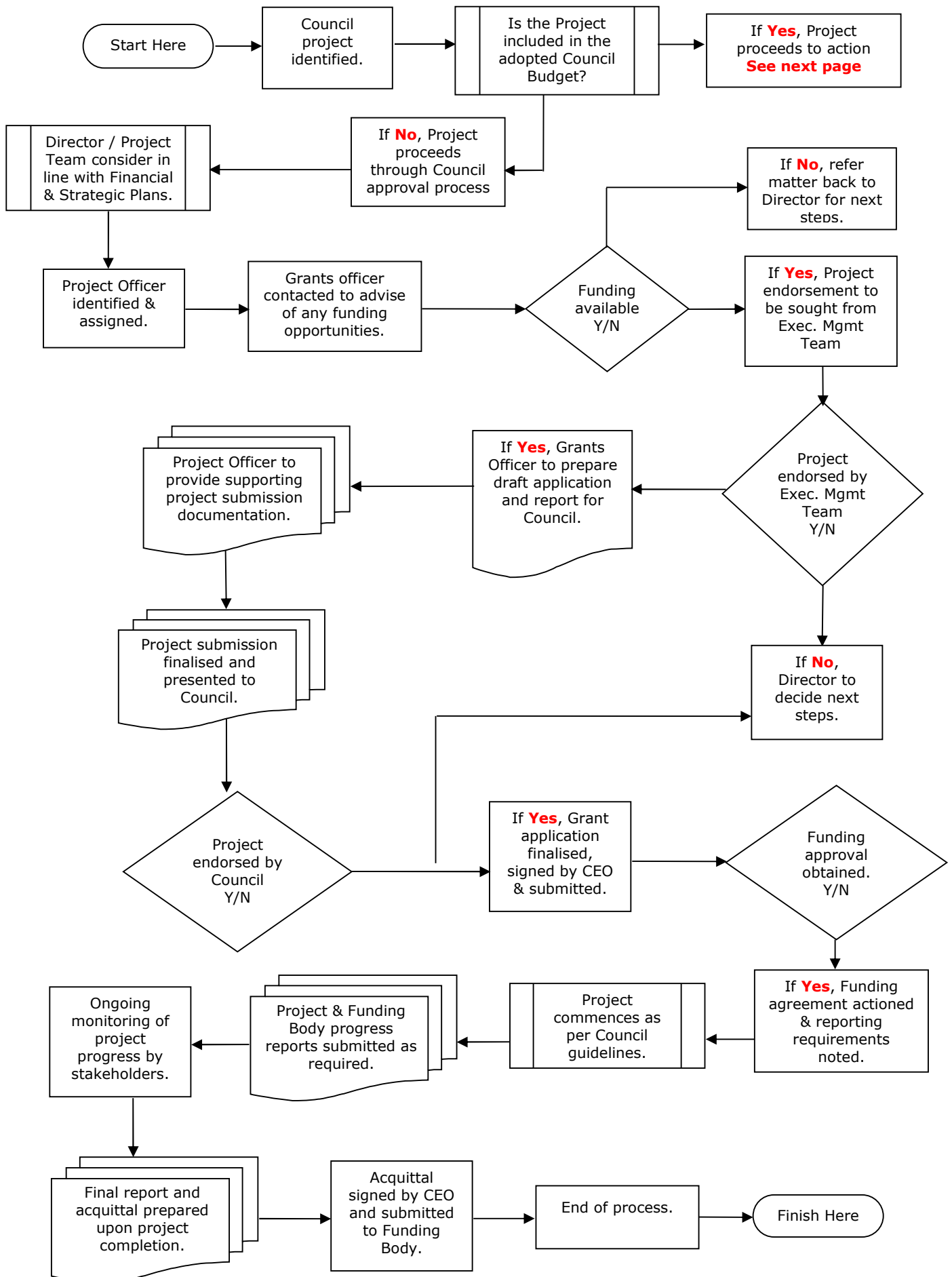
Local Government Act 2009

HISTORY:

Amended: N/A



Grant Applications Process Flow.





Grant Applications Process Flow

