The District Council of Ceduna **POLICY**	**ADMINISTRATIVE POLICY**	Policy #	4.13 / 2
	GRANTS	Issued:	April 2022
		Next review	

Category	4. Finance	**Classification:**	Public
First Issued:	15/03/2017	**Review Frequency:**	Each term of Council – 4 years
Legislation:			
Relevant Policies:			
Related Procedures:			
Responsible Officer:	Coordinator Corporate & Business Services		
Adopted by Council :	20/04/2022		

1. Purpose

This policy provides clear direction to management, staff and Council in relation to the application and administration of external grant funding for the provision of services to the community.

District Council of Ceduna 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 the Council.

There are several types of grants generally available to Council:

- Restricted: Grant funds to be used for specific programs or purposes;
- Unrestricted: Grant funds may be used for any operating purpose;
- Refundable: Grants funds to be returned if terms of the grant are not met;
- Non-Refundable: Grant funds are retained regardless of outcome.

2. Policy Statement

Application for Grants

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

Management shall approve government grants and contributions from other funding sources prior to application. More specifically, consideration should be given to the following:

- Relevance of the project or service to the Strategic Management Plan, Asset Management Plan and Long Term Financial Plan;
- Requirements for matching funds or other level of contribution;
- Lifecycle costs of funded assets, including maintenance, administration and replacement cost;
- Inherent and support costs of funded services, including contingency arrangements if the grant was suspended or cancelled;
- Likely outcome of the project or service and impact on Council's financial position in the event of application failure; and
- Terms and conditions of the grant.

When acceptance of a grant is subject to commitment of unbudgeted funds, approval shall be sought from Council.

Administration of Grants

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

- The community receives the maximum benefit from grant funding;
- The requirements of the funding provider are satisfactorily met as outlined in the funding agreement;
- Council achieves the agreed outcomes identified in its Strategic Management Plan; and
- Council's opportunities for future external funding are not compromised.

Grants should be included in Council's Long Term Plans and Annual Budgets only where there is a reasonable expectation of success.

If an application for a budgeted grant is unsuccessful, the financial impact will be recorded in the next quarterly Budget Review, at which time Council will re-assess the project or service to determine the treatment of any budgeted matching funding.

Recurrent grants shall be reviewed annually to assess their relevance and any implications to Council, prior to adoption of the Annual Budget.

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

Grant claims shall be raised through Council's sundry debtor system, with due consideration to the treatment of GST as outlined in the funding agreement. Outstanding grants shall be followed up in accordance with Council's Debtor Procedure.

Grants Register

Council shall maintain a Grants Register, which will record the application, approval, responsibility 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 claims are made promptly in accordance with funding agreements, Annual Budget and this Policy.

3. Review

This Policy will be reviewed every four years after each general election.

4. Availability

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Council Administration Building, 44 O'Loughlin Terrace Ceduna; or,
- Council Website: www.ceduna.sa.gov.au