

Document Name	Document Version Number	Review Date
External Grant Applications for Management Committees Policy	1.0.1	April 2022
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18 April 2018	4960	Revised

Purpose

The purpose of this policy is to ensure the effective management of externally provided grants/funding for Committees of Council and to assist Greater Hume organisations improve their existing facilities or develop new facilities. The key aims are to:

- Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives
- Provide framework for consistent, objective analysis aligned to Council's Delivery Program before applying for grants

Scope

This policy applies to all grants, whether match funded or not, that require applications to be made external to Council. The policy applies:

- To all Management Committees of Council
- To all Reference Committees of Council
- To all sporting organisations utilising Councils facilities
- Where Council is one of a number of partners in a joint external funding application
- Where Council auspices an external grant on behalf of another organisation/s
- Where an application is being made for renewal of a currently held grant
- Where a funding provider approves a grant application with variations to the original proposal

Definitions

Grant - A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements.

Sponsorship - A reciprocal arrangement between individuals, groups or companies and Council, which is documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and articulates the rights and responsibilities on both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council.

Specific authority levels exist for Council employees at the initiation, negotiation and sign-off stages of the sponsorship process. Each sponsorship arrangement, when concluded, requires formal feedback and evaluation of the sponsorship arrangement by Council.

Donation - Gifts given in cash or in-kind without return consideration.

Loan - An arrangement in which a lender gives money to a borrower, and the borrower agrees to repay the money, usually along with interest, at some future point in time. Usually, there is a predetermined time for repaying a loan.

Policy Content Eligibility

The land on which the grant/funding and facility development is proposed must be either Council owned or managed land.

A wide variety of projects will be considered for Council endorsement under this policy, however, priority will be given to projects that are characterised by one or more of the following:

- Projects satisfying a community need which are complementary to an existing reserve or facility development eg. minor building additions and projects which compliment existing facilities/reserves.
- Projects that broaden community access and increase opportunities for participation.
- Projects that address issues around safety and risk management.
- Projects that maximise the range of users of the facility.

Council Assessment Criteria

Projects will be assessed against the below criteria:

Community Benefit:

- Demonstrate a direct benefit to the residents of the Greater Hume Council.
- Evidence that supports an anticipated increase in participation rates.
- The extent to which the project maximises the use of the facility.
- That the proposed project is sympathetic to the surrounds of the reserve or building.
- The extent to which projects address the issues of safety and risk management.

Evidence of Need:

- Evidence that demonstrates community support and need for the project.
- Evidence that demonstrates improvement to Council assets.
- The extent to which the project is supported by an adopted concept plan, feasibility assessment and/or linked to any planning process of Council.

Financial Assessment:

- The ability of the project to be completed within the required time frame
- The financial capacity of the Committee of Management or other interested party to fund any additional contribution for the project where applicable.
- The ability of the project or planned stage to be completed within the financial year.
- Grants or other funds available.

Reporting

An Information Report must be provided to Council when:

- External Grant Funding applications are successful or unsuccessful
- A copy of the Grant Application must be provided to Council
- A copy of the Grant Acquittal must be provided to Council upon completion.

Links to Policy

Financial Assistance to Community Groups – Loans
Procurement Policy

Links to Procedure

External Grant Application Procedure for Management Committees
Greater Hume Management Committee Guidelines
Procurement Procedure

Links to Forms

Nil.

References

Nil.

Responsibility

Director Corporate and Community Services

Document Author

Manager Corporate Services

Relevant Legislation

Associated Records

Greater Hume Delivery Plan