

## 1. Purpose

The purpose of this procedure is to ensure effective grant administration for Management Committees of Council including procurement decisions. The key aims are to:

- establish a framework for managing, monitoring and evaluating grants and grant funded initiatives
- provide a framework for consistent, objective analysis aligned to Council's Delivery Program before applying for grants
- provide Council with information regarding the construction of assets on Council managed land

## 2. Scope

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

- To all Management Committees of Council
- To all Reference Committees of Council
- To all sporting organisations utilising Council's 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

There is a diverse range and level of funding which Council can apply for and it is necessary to take this into consideration when determining an appropriate process for applying for grants.

At times there is a short lead time for expressions of interest or grant applications which does not enable the details of the funding to be provided to Council prior to application. Should this occur the Director of Corporate and Community Services or his delegate will authorise the application, if the funding application is successful a report must be provided to Council before the funding is accepted and any formal arrangements entered into.

## 3. Definitions

NIL

## 4. Owner/Responsibility

Manager Corporate Services  
Director Corporate and Community Services

Document Name	Version Number	Date of Issue	Review Date
CORP – External Grant Applications for Management Committees Procedure	1.0.1	28 July 2015	As Required

### 5. Procedure Instruction

1. Identify grants/funding programs relevant to your needs.
2. Research the identified grants/funding program to ensure you, your club or organisation as well as your project/funding request is eligible.
3. View the relevant website to investigate the following areas:
  - Funding guidelines and objectives
  - Application process and required forms
  - Eligibility of project and organisation for funding
  - Opening and closing dates
4. Before developing a grant application contact the Funding Provider to discuss your eligibility, project and the application process.
5. Recommendation for the funding application to be presented to the committee meeting for resolution. Report and minutes to be provided to Council when seeking approval.
6. Prepare your application following the program guidelines and ensuring you meet all funding outcomes. Check all required documentation and information has been included prior to submitting the application to the relevant funding organisation before the closing date.
7. Provide a letter to Council requesting approval to proceed in making the funding application. A copy of the above documents along with the minutes resolving to make the funding application should be enclosed for approval.

Send your application to: The General Manager, Greater Hume Shire Council, PO Box 99, HOLBROOK NSW 2644.

### **In addition, Committees making applications for funding should consider the following:**

- **Identifying and Managing Risks Associated With Funding Applications**

Committees should ensure that all project risks, including potential cost 'blow-outs', are identified and managed appropriately to ensure that committee funds are available to finish projects if additional unforeseen costs are incurred by the committee for the project. All project risks must be identified in your notification to Council prior to applying for funding.

- **Requests For Letters of Support For Funding Applications**

Committees who would like to request a letter of support from Council to include in the funding application should allow at least 2 weeks for their requests to be considered. Requests that allow for more than two weeks' notice (where possible) are always appreciated.

### **In All Circumstances Committees Must Seek Council Approval to Apply for Grants And Funding Opportunities.**

#### **What funding will be considered:**

- The construction of new sporting recreational and community facilities, including fixtures and fittings.
- The upgrading of existing sporting, recreational and community facilities.
- The provision of ancillary and support facilities at established sporting, recreational and community facilities.

#### **What funding will not be considered:**

- Requests for day to day maintenance or replacement through normal wear and tear, (e.g. painting), salaries or running costs.
- Items of equipment
- The development of private or commercial ventures

### **Applicants Must Discuss Their Applications With Council's Community Development Officer Before Submission.**

#### **6. Training**

NIL

#### **7. Links to Policy**

External Grant Applications for Management Committees

#### **8. Links to Other Procedures**

NIL

#### **9. Links to Forms**

NIL

#### **10. References**

NIL

#### **11. Relevant Legislation**

NIL

#### **12. Associated Records**

NIL

## Approval

David Smith

**Director Corporate & Community Services**