

# 2/017 Grant Funding

#### Objective

The objective of the External Grant Funding Policy is to provide a framework for correct and consistent applications, acceptance and acquittals of grant funding within the Town of Port Hedland.

The Town has a responsibility to ensure that grant funding is identified and applied for in a timely manner, all communications are undertaken in a professional manner and that the acquittal process is completed accurately.

Grant funding assists in financing the Town's operations and capital works.

#### Content

The Town of Port Hedland encourages the application for funds that will result in a direct benefit to the Community or satisfy the general requirements of the Town of Port Hedland.

## Grant Applications

The Chief Executive Officer or delegate has authority to make submissions for grant funding subject to their purpose falling within the Strategic Community Plan and Corporate Business Plan, or those which provide a positive impact for the community as a whole.

#### Acceptance of Grants

A Director can accept grant funding to their delegated authority level, except when explicitly stated in the funding agreement that the Chief Executive Office is required to execute the contract.

The following circumstances require council approval for the acceptance of grants:

- Grants that result in expenditure not identified and authorised as part of the budget process will require a Quarterly Budget Review item, except;
- Grants that require more than a \$50,000 unbudgeted co-payment of funds from the Town of Port Hedland; or Grants where the amount varies significantly from that which has been identified and authorised as part of the budget process. Both these require a standalone agenda item.



If a grant application is successful and there is no existing budget for either the income or proposed expenditure; Council will need to approve the budget amendment, which it may do so after considering a report on the proposal either separately or if appropriate as part of a general budget review. Any Funding Agreement that requires an unbudgeted own source contribution of more than \$50,000 needs to be presented to Council for endorsement and approval of the budget variation. If a signed funding agreement is in place, for grants less than \$50,000 expenditure is allowable on the provision of a budget adjustment in the next presented quarterly budget review.

#### Competing Grant Applications

Where more than one fund application is being submitted under a particular grant program, the grants administration officer and management accountant financial reporting will coordinate a meeting with relevant business units to review and prioritise grant applications. This review panel will comprise of managers of each Directorate. The final project order will be at the discretion of the Chief Executive Officer.

#### Auspicing On Behalf Of Community Organisations

The Town will generally not consider auspicing funding on behalf of community organisations due to the following reasons:

- 1. The significant vulnerabilities faced by the Town of Port Hedland in regards to control, compliance and accountability;
- 2. The increased administrative burden placed upon the town to manage the reporting and funding requirements of auspicing;
- 3. The perceived inequitable and unfair presentation of the Town of Port Hedland to the wider community.

A thorough review of risks associated with auspicing on behalf of the community has been completed by staff and remains an internal control document. In limited circumstances only; under discretion from the Chief Executive Officer Auspicing may be considered.

# Grant Application Cover Sheet

All grant applications are to be provided to the Finance Officer – Grants Administration accompanied by the Grant Funding Cover Sheet.

#### Workflow Diagram

The 'Workflow Diagram' details the process involved in Grant Funding from the identification stage through to the acquittal.





### **Definitions**

Nil.

Relevant legislation	
Delegated authority	
Business unit	Financial Services
Directorate	Corporate & Performance

Governance to complete this section				
Version Control	Version No.	Resolution No.	Adoption date	
	V01	201415/254	27 May 2015	
Review frequency	Annually			

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## **Grant Funding Cover Sheet**

In accordance with the Grant Funding Policy all grant applications and acquittals must be reviewed and signed off by Finance.

If the application and acquittal require CEO approval then it must be reviewed by Finance prior to being submitted to the CEO.

Grant Name:		
Funding Body:		
Project:		
Grant Amount (\$):		
Expected Delivery Date:		
Responsible officer:		
Town contribution (\$):		
Has this been budgeted	l for?	
Please provide the acco (Income & Expenditure)	ount numbers:	
Grant Application		
Finance Approval:		
Name:		
Signature:	Date:	
Grant Acquittal	Grant Not Pursued	Grant Unexpended
Finance Approval:		
Name:		
Signature:	Date:	



Identify

- · Identify the recurring grants.
- · Identify the pool of potential grants available for the next financial year.
- Evaluate the likelihood of the new grants being approved.
- Discuss with grants admin officer.

Budget

 Budget all reasonably likely grants into GL income and expenditure budgets and consider timelines.

Application

Prepare the grant application, cover sheet and associated project budget.

Аррисации

Application to be reviewed within project team then sent to grants admin officer- at your earliest convenience - Keep in mind application deadlines.
 Grants admin officer will update the grants register & maintain a copy of the grant

Review

- application for audit purposes.

  Feedback and any suggested changes will be provided within 24-48 hours.
- Lodgement
- · Grant is sent to the CEO for signing (if applicable).
- · Grant is lodged with funding body.
- · Grants admin officer saves grant application to records system.

Outcome

- Advise the grants admin officer of the outcome; correspondence from the funding body is to be maintained on file and the grants register & records system updated.
- If un-budgeted please advise appropriate finance personnel for a QBR adjustment of income and expenditure accounts;
- · When grant does not require CEO sign off The director sign off is required.
- · If unsuccessful review the feedback and evaluation from the funding body.

Delivery

- Project team delivers the project.
- Update the grants admin officer periodically on progress so status can be monitored through the grants register.
- The grants register will be circulated on a monthly basis for review ready for inclusion in monthly financial report s and circulation to all executives and managers.

Acquittal

- Send through acquittals to grants admin officer for final review, to maintain copies for audit purposes and to update the grants register.
- · Project officer saves acquittal to records system.