



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

<i>Governance to complete this section</i>			
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Document Control Statement – *The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.*



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 for? _____

Please provide the account numbers:
(Income & Expenditure) _____

Grant Application

Finance Approval:

Name: _____

Signature: _____ Date: _____

Grant Acquittal

Grant Not Pursued

Grant Unexpended

Finance Approval:

Name: _____

Signature: _____ Date: _____

