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*to create the world's most liveable community*

## EXTERNAL GRANT MANAGEMENT POLICY

|  |  |
|--|--|
| <b>Approval Level:</b>                 | EMT  |
| <b>Policy Type:</b>                    | Organisation   |
| <b>Approval Date:</b>                  | 19 October 2021  |
| <b>Review cycle:</b>                   | Four Years   |
| <b>Review Date:</b>                    | 19 October 2025  |
| <b>Responsible Officer:</b>            | Manager Financial Strategy   |
| <b>Owner:</b>                          | Financial Strategy   |
| <b>Responsible Director:</b>           | Corporate Performance  |
| <b>Relevant Legislation/Authority:</b> | Local Government Act 2020,<br>Funding Bodies (DEWLP, DET, DHHS etc.) |
| <b>DOCSETID:</b>                       | 4627996  |

### 1. PURPOSE

The purpose of the grants policy is to support effective and sustainable grant application and grant management.

### 2. BACKGROUND

Grants represent significant opportunities to the Greater Bendigo City Council (the City) in supporting the delivery of services to the community. Many of the City's services have long standing co-funded programs with the State and Federal Government. Grant management involves a level of administrative, reporting and budgeting effort.

### 3. SCOPE

This policy relates to all staff involved in applying or managing incoming grant related programs/works and acquittal within the City.

This policy applies to all grant funding applications:

- where the City is the sole applicant in an external funding application;
- where the City is one of any number of partners in an external funding application;
- where an application is being made for renewal of a currently held grant; and
- where a funding provider approves a grant application with variations to the original proposal.



Please refer to the Community Granting Policy for the management of outgoing grants from the City to the community.

#### 4. DEFINITIONS

**City** - the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020 (Vic).

**Grants** - to receive a sum of money or particular right from another entity for a specified purpose.

**Employee** - Includes full-time and part-time City employees, and temporary employees, volunteers, contractors and consultants while engaged by the City.

**EMT** - Executive Management Team.

**Funding agreement** - a legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required.

**Responsible officer** - The City employee who is responsible for managing the project to which the grant funding applies.

#### 5. PRINCIPLES

This policy seeks to ensure that the following key objectives are met:

- Efficiency – through efficient administration, financial management and operation of grant programs
- Accountability, sustainability and transparency – through appropriate internal controls and authorisation mechanisms

#### 6. POLICY

##### 6.1 Grant Identification and Application

The City actively seeks grants for purposes consistent with its corporate objectives and in line with the Council Plan, thereby increasing its ability to service community needs by augmenting revenue.

There is currently no centralised register of available grants or grant applications, Employees are encouraged to utilise their networks for grant opportunities and to ensure that across the City, where possible, efforts are coordinated.

The City will prepare grant applications and assess grant offerings in accordance with this policy and associated procedures.

Attention will be given also to the requirements from the City, including any funding matching requirements or administrative overheads.

## 6.2 Grant Authorisation and Approval

All grant applications must be approved in line with this policy. All details in the Pre-Grant Approval Form (Appendix 1) must be completed as part of the application process.

The Instrument of Delegation from the CEO outlines Director's, Manager's and Coordinator's authority to sign funding and/or finalise formal applications for grant agreements.

The power to execute applications for government grants and funding and service agreements with other levels of government must be in accordance with financial delegations prescribed by Council's Procurement Policy from time to time and subject to designated levels of expenditure, essentially requiring Director/Management engagement as detailed in the table below.

The principle is one of ensuring that for higher budgets or higher risk projects, there is visibility at a Director level. Where there are additional (matching) calls needed on City funds, this can escalate to needing EMT or CEO support.

For ongoing funding agreements *outside* of identified budgets or long term plans, delegation broadly sits with Directors for assessing the City's level of service.

|  | Manager | Director | CEO & Council* |
|--|---------|----------|----------------|
| Fully funded, less than \$110,000 (incl. GST), and less than 3 years   | ✓       | ✓        | N/A            |
| Fully funded, less than \$550,000 (incl. GST), and less than 3 years   |         | ✓        | N/A            |
| Fully funded, greater than \$550,000 (incl. GST), and less than 3 years  |         | ✓        | ✓              |
| Requires council contribution of <\$110,000 (incl. GST) – or (if greater) already identified in adopted budget |         | ✓        | N/A            |
| Requires council contribution of >\$110,000 (incl. GST); or greater than 3 years (where not in adopted budget) |         |          | ✓              |

\* - delegations specify the CEO as the signing officer, however this should be in exceptional circumstances only. Where the amount is greater than CEO delegation the item will be considered by Council

Exemptions may apply to the authorisation and approval process for ongoing annual grants however they must be recorded on the grant register to enable management of these programs in line with audit requirements.

## 6.3 Budgeting for Grants

Only grants that have been confirmed or have a high likelihood of approval are usually included in the annual budget. The City recognises that at times funding announcements may drive the creation of a project that has not been budgeted for. This is more common for operational expenditure.

## 6.4 Grant Administration and Allocation

The City 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 grantor are satisfactorily met as outlined in the funding agreement; and
- The City's opportunities for subsequent grant funding are not compromised.

## **6.5 Grant Monitoring and Acquittal**

The Grants Register shall be monitored regularly by the Coordinator Financial Reporting and Operations to ensure that entries accurately reflect all grant applications, application outcomes, funding arrangements and any other relevant conditions.

Grant funding will be utilised for the specific purpose it was applied and approved for and managed in accordance with the requirements of the related grant funding agreement, the Annual Budget and this Policy.

Upon completion of the grant program, formal acquittal reports are generally required.

## **7. ROLES AND RESPONSIBILITIES**

All City employees, Managers and Directors across all directorates are responsible for adhering to and implementing this policy.

Adherence to this policy will be overseen by Directors, with any associated procedures supported by the Manager Financial Strategy.

Management and employees are to be familiar with the application of this policy, and are accountable for the delivery of the policy within their areas of responsibility.

Monitoring of the Grants Register will be overseen by the Coordinator Financial Reporting and Operations.

## **8. RELATED DOCUMENTS**

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

*Procurement Policy*  
*Instrument of Delegation*  
*Annual Budget and Strategic Resource Plan*  
*External Grant Management Procedure Document*

Further information or advice on this policy should be directed to the Financial Strategy unit.

## **9. HUMAN RIGHTS COMPATIBILITY**

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights of Responsibilities Charter.



## 10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made with the approval of EMT or where required, resolution of Council.

## 11. DOCUMENT HISTORY

| <b>Date Approved</b>            | <b>Responsible Officer</b>                | <b>Unit</b>               | <b>Change Type</b>  | <b>Version</b> | <b>Next Review Date</b> |
|---------------------------------|---|---------------------------|---|----------------|-------------------------|
| <i>TBC – currently in Draft</i> | <i>Nicole Ashby &amp; Nathan Morsillo</i> | <i>Financial Strategy</i> | <i>Review (significant)</i>   | <i>1.0</i>     | <i>December 2024</i>    |
| <i>19 October 2021</i>          | <i>Mark Eeles &amp; Nathan Morsillo</i>   | <i>Financial Strategy</i> | <i>Update</i>   | <i>2.0</i>     | <i>October 2025</i>     |
| <i>December 2023</i>            | <i>Mark Eeles &amp; Nathan Morsillo</i>   | <i>Financial Strategy</i> | <i>Admin change – Update to Appendix 1 to clarify form used prior to applying for grant</i> | <i>3.0</i>     | <i>October 2025</i>     |



## Appendix 1

This form is to be completed prior to applying for a new Grant.

| Details  |   |
|--|---|
| Grant program  | <i>Insert name and link to guidelines (if available)</i>  |
| Grant agency   |   |
| Grant agency key contact person                                  | <i>Insert name and email address</i>  |
| Project title  |   |
| Total project value  | \$  |
| Grant amount sought  | \$  |
| City contribution  | \$  |
| Other cash contributions   | <i>Insert Organisation name, Amount \$, Confirmed (Y/N), Key contact name and email</i>   |
| Is the City's contribution confirmed?                            | <input type="checkbox"/> Yes      Job code _____ <input type="checkbox"/> No*<br>*Application approvers are responsible for ensuring funds availability for City contributions as per the External Grant Management Policy and their Instrument of Delegation |
| Project address  |   |
| Project scope summary  | <i>Keep this brief *</i>  |
| Expenditure plan   | <i>If known, please provide details of when the funding is likely to be spent (by FY).</i>  |
| Other project partners (if any) not providing cash contributions | <i>Insert Organisation name, key contact name and email</i>   |

| Approval to apply        |       |  |      |  |
|--------------------------|-------|--|------|--|
| Application completed by | Name: |  | Date |  |
| Application approved* by | Name: |  | Date |  |



| Grant Finalisation                    |                                       |
|---------------------------------------|---------------------------------------|
| Funding agreement approved/ signed by |                                       |
| Signed funding agreement ECM          | <i>Insert link to document in ECM</i> |
| Job number                            |                                       |
| Auspice agreement (if applicable)     |                                       |

| Notifications                                      |                        |      |  |
|--|------------------------|------|--|
| Finance  | ma@bendigo.vic.gov.au  | Date |  |
| SCM (Capex only)                                   | scm@bendigo.vic.gov.au | Date |  |
| Line Manager                                       | Name:                  | Date |  |
| <i>Insert other key stakeholders as applicable</i> | Name:                  | Date |  |
| <i>Insert other key stakeholders as applicable</i> | Name:                  | Date |  |

### **Delegated Authority for Grant Authorisation and Approval**

|  | Manager | Director | CEO & Council* |
|--|---------|----------|----------------|
| Fully funded, less than \$110,000 (incl. GST), and less than 3 years   | ✓       | ✓        | N/A            |
| Fully funded, less than \$550,000 (incl. GST), and less than 3 years   |         | ✓        | N/A            |
| Fully funded, greater than \$550,000 (incl. GST), and less than 3 years  |         | ✓        | ✓              |
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