District Council of
Loxton Waikerie

EXTERNAL GRANT FUNDING POLICY

Responsible Officer/s	Chief Executive Officer Chief Finance Officer
Relevant Legislation / Documents	Section 133 Local Government Act 1999
Adopted	May 2023
Reviewed	May 2024
Next Review	June 2028

A. Purpose

To establish and outline the criteria for effective and efficient management of applications for grants funded by external organisations.

B. Objective

Council's objectives for this policy are:

a) To create a framework for the management, monitoring and evaluation of grant funding initiatives
b) To provide a consistent and objective approach to the assessment of available grant funding to ensure it aligns with Council's strategic plans.
c) To encourage grant funding submissions that will maximise council's return on investment/contributions.

C. Policy

1. Application

The following should be considered when applying for any External Grant Funding opportunities

a) Alignment with Council's objectives. All applications should align with Council's strategic plans including; the Annual Business Plan, Asset Management Plan and Long Term Financial Management Plan
b) The need to obtain a prudential review report as per Council's Prudential Review Report Policy.
c) The required contribution by Council (both in kind and financial), alignment to existing approved budgets and future budget requirements, and the ability for the value of grant funding to be sufficient to meet stakeholder expectations

d) Upon developing a formal grant submission, the project scope should be clearly defined and all cost estimates should be sourced from a suitably qualified person. This is to ensure estimates are in alignment with scope and preliminary contributions from Council are clearly understood
e) Impact on internal and external stakeholders, with clearly defined roles and responsibilities for managing External Grant Funding and meeting the required outcomes.
f) Assessment of relevance and risks to the Council and Community.
g) Ability to comply with contractual terms and conditions, other relevant legal requirements (e.g. licence requirements) and council policies (e.g. Procurement Policy)
h) Whole of life cost impacts of the funding that may be relevant including; (capital, maintenance, management, insurance, disposal and operational costs)
i) Project management and administrative costs that will be associated with the External Grant Funding (including but not limited to project management, procurement, monitoring, reporting and evaluation)
j) Council's ability to deliver the project within approved timelines
k) Opportunities for regional funding partnerships and any benefits and risk associated with these partnerships.

Appropriate records will be kept in accordance with Council's Record Management Policy.

2. Approval

External grant applications must receive the approval of Council via a Council report or resolution. Due to funding timeframes, this approval may be retrospective of the grant application.

a. Reporting

Council must be informed when:
a) External Grant Funding applications are successful or unsuccessful
b) The project scope is altered to extent where the agreed project outcomes are required to be renegotiated with the funding body
c) External Grant Funding expenditure is completed

All External Grant Funding should be assessed to ensure that expected outcomes and objectives were met.

b. Legislation

There is no legislative requirement for Council to have a policy relating to External Grant Funding, however the following legislation applies to this policy:

Local Government Act 1999:

Section 133 states that Council may obtain funds as permitted by or under this or

another Act and as may otherwise be appropriate in order to carry out its functions under this or another Act i.e. by obtaining grants and other allocations of money.

Other references throughout this policy:

- Annual Business Plan
- Long Term Financial Plan
- Records Management Policy
- Strategic Plan
- Procurement Policy
- Prudential Review Report

D. Availability

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website: www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

E. Document History and Version Control

Date	Version	Authorisation	Amendment Details
12.05.2023	1	Special Council Meeting	New Policy
10.05.2024	2	Special Council Meeting	Include provision for retrospective approval