

Purpose

The purpose of this policy is to ensure:

- a) Consistent and objective analysis of external funding opportunities in alignment with corporate objectives, prior to applications being made;
- b) Projects put forward for consideration, are in alignment and, consistent with Council's Strategic Management Plan, Strategic Asset Management Plan, Project Management Framework, 10 Year Capital Works Plan and Capital and Operational Budget cycles; and
- c) Ensuring input from relevant stakeholders into which projects become the subject of grant funding applications.

Scope

This policy is applicable to all grant funding opportunities that require the submission of an application, including:

- a) Council's submission of a funding application to an external provider;
- b) Council's submission of a joint funding application with one or more partner organisations;
- c) Council's submission of a funding application on behalf of another organisation; and
- d) Council's submission for the renewal or extension of an existing grant

This policy applies to all Council employees and Councillors.

Policy Statement

1. Council views external grant funding as a way to increase its ability to improve, repair or build infrastructure, and deliver events, programs or services which may not be able to be funded purely from Council's general revenue. Council will actively seek funding opportunities by identifying available grants which are consistent with its strategic planning and priorities.
2. The Executive Leadership Team (ELT) shall in the first instance, review all proposed projects identified for grant funding in alignment with Council's strategic planning priorities prior to consideration by Council. More specifically, ELT shall consider the following:
 - a) Relevance, alignment and consistency of the proposed projects or services with the Strategic Management Plan, Strategic Asset Management Plan, Project Management Framework, 10 Year Capital Works Plan and Capital and Operational Budget cycles;
 - b) Council's required contribution (both financial or in kind), alignment to existing budget approvals, and ability for the value of grant funding to be sufficient to meet stakeholder expectations;
 - c) State of Readiness (Shovel Ready) - in most cases, funding applications require a business case, and project plan to be submitted as part of the application. The requirement for the prior completion of this pre-planning stage is detailed in the Project Management Framework.
 - d) Whole of life costs of funded assets, including acquisition and construction, management and operation, maintenance, and renewal and disposal costs;

- e) Assessment of relevance and risks to the community and Council, and what impact it may have on Council business;
 - f) Council's ability to comply with the proposed contractual terms and conditions, other relevant legal requirements (e.g. licence requirements), and Council policies (e.g. Procurement Policy); and
 - g) Opportunities for regional funding partnerships and the benefits and risks associated with entering into these partnerships.
3. For major projects not currently funded in the 10 Year financial forecast, Council will complete pre-planning requirements as outlined in the Project Management Framework so that the projects are in a ready state to apply for grant funding.
4. Council recognises that Councillors are elected to represent the views of the community and therefore Councillors shall be presented with a number of strategically aligned project options at a Council Briefing Session for consideration of projects to be progressed to application for the available funding round.
5. A wide variety of projects will be considered by Council under this Policy; however, priority will be given to projects of economic significance for the region, and/or projects already identified within the 10 Year Capital Works Plan, Budget or Strategic Management Plan, that are either not currently funded, or have been identified as requiring grant funding to supplement or fully fund the project, and are characterised by one or more of the following:
 - a) Projects satisfying a community need which are complementary to an existing reserve or facility development e.g. minor building additions and projects which complement existing facilities/reserves;
 - b) Projects that broaden community access and increase opportunities for participation;
 - c) Projects that address issues around safety and risk management; and
 - d) Projects that maximise the range of users of the facility
6. Prior to lodgement of an application for grant funding, endorsement by Council is required where there is an obligation for matched funding, ongoing costs or another level of contribution by Council that is not already included in the Annual Budget. The endorsement shall be made via formal resolution and shall include:
 - a) the name of the project, and the name of the grant; and
 - b) any financial co-contribution by Council (in dollar figures); and
 - c) any commitment to ongoing operational or maintenance costs
7. The Chief Executive Officer (CEO) shall approve all other applications for grant funding, including the provision of correspondence confirming Council's contribution in alignment with the approved budgeted amount, prior to the application being lodged.
8. In circumstances where application time frames mean that strict adherence to paragraph 4 above would result in Council failing to submit a funding application, the CEO shall:
 - a) if possible, ensure that only projects which have been previously presented to Councillors at a Council Briefing Session form part of the application;

Incoming Grant Funding Application Policy

Office of the Mayor and CEO
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- b) immediately inform all Councillors that an application is being submitted and provide details of the application; and
- c) present a report to the next available Council meeting recommending that Council endorse the application.

Applicable Legislation

Local Government Act 2009

Definitions

CEO refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*.

Council refers to the Whitsunday Regional Council

Employee refers to any employee, contractor, volunteer etc. of the Council

Related Documents

Strategic Management Plan & Strategic Asset Management Plan

Project Management Framework

10 Year Capital Works Plan

Incoming Grant Funding Administration Policy

Whitsunday Regional Council Economic Development Strategy 2017-2021

Human Rights Compatibility Statement

This Policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date		Next Review Date	
Responsible Officer(s)		Revokes	
Public Consultation: Yes / No			