



External Grant Application and Management Policy

1. PURPOSE

The purpose of this Policy is to set out the arrangements for identifying and managing external funding opportunities for Balonne Shire Council so that they align with Council's strategic direction, operational objectives and appropriately leverage ratepayer funds to provide maximum value to the organisation.

2. SCOPE & AUTHORITY

The Policy applies to all external funding and associated partnerships arrangements relating to funding from Commonwealth and State Governments, philanthropic organisations, private enterprise and not-for-profit community groups.

The Policy does not apply to:

- Council Community Grants; or
- Sponsorship, donations, advertising, naming rights or service level agreements.

This is a discretionary policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states:

(1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.

3. POLICY STATEMENT

The Policy seeks to establish Council's processes for securing, managing, and administering external funding to support Council's priorities and vision as outlined in the Corporate Plan.

4. RESPONSIBILITIES

4.1. Grants Officer

The Grants Officer will:

- Research and investigate potential external funding opportunities for the organisation to advise relevant staff;
- Coordinate and maintain Council's Grants Register
- Value add to each Grant where required; and
- Provide reporting on grant success rates (KPI's).

4.2. Senior Leadership Group (SLG)

The SLG team will:

- Review and/or determine whether to proceed with a grant application in accordance with table 1 (below); and
- Where permitted and deemed appropriate, advocate on behalf of Council with potential funding agencies.

4.3. Finance

Finance will provide support by:

- Providing information to assist the estimate of whole of life costs; and
- Internal accounting matters associated with managing grant funds.



External Grant Application and Management Policy

4.4. Governance

Governance will provide risk and insurance advice relating to funding applications and agreements, as required.

4.5. Procurement

The Procurement Co-ordinator will provide contract advice relating to funding agreements, as required. It is noted that in some instances, external legal advice may also need to be sourced.

5. RISK

The External Grant Application and Management Policy has been developed to mitigate the risk of inefficient administration and financial management, lack of transparency in grant programs, failure to identify relevant grants and non-compliance with funding agreements.

6. IMPACTS

Corporate Plan: Governance Goal to deliver effective corporate governance framework that drives enhanced organisational performance through best practice project management and risk mitigation. Program area 5.5 High levels of transparency and compliance and 5.7 Financial management for long term sustainability.

Human Rights Compatibility Statement: consistent with the Human Rights Act 2019.

Engagement: Not applicable.

Climate change: N/A.

Sustainability: N/A.

7. RELATED LAWS

- Local Government Act 2009
- Local Government Regulation 2012
- Statutory Bodies Financial Arrangements Act 1982

8. RELATED DOCUMENTS

- Employee Code of Conduct
- Balonne Shire Council Corporate Plan 2022-2027
- Grants Register
- Financial Delegation Register
- Approved Budget and Operational Plan
- Project Governance Framework

9. REVISION HISTORY

Revokes:

- External Grant Application and Management Policy, 526458 v1,16/07/2020



External Grant Application and Management Policy

Previous approved versions:

- External Grant Application and Management Policy, 526458 v1, 16/07/2020

Suggested to review by:

- 23/05/2026

10. DEFINITIONS

Capital works - are defined as building and engineering works that create an asset, as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works.

Operating projects - are defined as projects and initiatives within the organisation that do not constitute capital works projects.

Whole of life costs - means the financial (including any required match funding) and resource implications of a grant to Council as a result of the ongoing operating, insurance, maintenance, refurbishment, disposal and other costs directly resulting from the project.

Grants register - is a live document managed by the Grants Officer containing each grant that Council has applied for.

11. ATTACHMENTS

Refer to Appendix A – Grant Application Process



External Grant Application and Management Policy

APPENDIX A

GRANT APPLICATION PROCESS

INITIAL PHASE

The initial role of the Grants Officer is to:

- Check the grant proposal considers the strategic intent of Council; and
- Estimate the whole of life costs of the particular grant project by liaising with Finance and Asset Management Officers, where appropriate
- Any co-contribution of funds by council must have a budget amendment adopted by council prior to application.

Once the above information is obtained, the Grants Officer must seek the required approval to proceed with the grant application (see table 1). Any grants applied for or being considered will be reported via relevant Director to the SLG.

Table 1 - Grant Internal Approval Limits

SLG and Councillors will consider the following criteria when assessing all grant proposals:

- *Alignment with Corporate Plan and Strategic Direction of Council and operational area objectives;*
- *Financial considerations with a view to maximising value to the organisation;*
- *The ability for the operational area to proceed with the grant and still deliver on existing service obligations; and*
- *Community benefit/ability to fill an identified gap in need/service.*

Type of project the Grant relates to:	Approval provided to proceed with application
1. Operating projects relating to operations and approved in budget	Relevant Director.
2. Operating project relating to operations and approved in budget	Relevant Director and CEO.
3. Operating project relating to operations and approved in budget	Discussed by the SLG and where appropriate the Councillors. Signed off by CEO.
4. Capital works project – approved in budget process	Relevant Director and CEO. Signed off by CEO.
5. Capital works project – approved in budget process	Discussed by the SLG and where deemed appropriate the Councillors. Signed off by CEO.
6. Operating or capital works projects NOT approved in	Discussed by the SLG and Councillors.



External Grant Application and Management Policy

budget process	<p>Following the above review, sign off to proceed will be provided by the CEO.</p> <p>Any co-contribution of funds by council must have a budget amendment adopted by council prior to application.</p> <p>If the grant is successful, a budget adjustment will be submitted in the next Budget Review.</p>
----------------	--

APPLICATION PHASE

Once approval to proceed with a grant application has been obtained, the Grants Officer will:

- Undertake the relevant application process.
- Assess the terms and conditions of the application and seek advice from Governance as needed.
- Ensure all application forms and letters are signed by Officers with appropriate delegated authority.

If the application is unsuccessful, the Grants Officer should seek feedback from the funding provider.

PROJECT DELIVERY PHASE

Upon approval of the grant, the Grants Officer will:

- Review terms and conditions of funding agreements, and where appropriate seek advice from Governance and/or Procurement, as needed.
- Provide final funding agreements for signing by the CEO or appropriate Officer with delegated authority.
- Ensure Council's Grant Register is updated.
- Contact Finance for codes to capture financial data which is aligned with grant acquittal requirement.

The Project Officer will:

- Submit budget adjustment in next Budget Review and liaise with Finance to assess revenue recognition, if required
- Undertake the project in accordance with the funding agreement terms and conditions.
- Report on progress of project internally in a timely manner, as required.

ACQUITTAL PHASE

The Grants Officer will co-ordinate the acquittal of the grant in consultation with Finance and the relevant Project Officer. As part of the acquittal process, the Project Officer is responsible to provide all necessary information to allow the Grants Officer to co-ordinate reporting schedules, milestones, and variations.