External Grant Funding Policy

1. PURPOSE

The purpose of this policy is to establish and outline the criteria for effective and efficient management of applications for grants funded by external organisations.

2. OBJECTIVE

2.1 Council's objectives for this policy are to:

2.1.1 create a framework for the management, monitoring and evaluation of grant funding initiatives;

2.1.2 provide a consistent and objective approach to the assessment of available grant funding to ensure it aligns with Council's strategic plans; and

2.1.3 encourage grant funding submissions that will maximise council's return on investment/contributions.

3. POLICY

3.1 Application

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

3.1.1 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

3.1.2 The need to obtain a prudential review report as per Council's Prudential Management Policy.

3.1.3 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.

3.1.4 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

3.1.5 Impact on internal and external stakeholders, with clearly defined roles and responsibilities for managing External Grant Funding and meeting the required outcomes.

3.1.6 Assessment of relevance and risks to the Council and Community.

3.1.7 Ability to comply with contractual terms and conditions, other relevant legal requirements (e.g. licence requirements) and council policies (e.g. Procurement Policy)

3.1.8 Whole of life cost impacts of the funding that may be relevant including; (capital, maintenance, management, insurance, disposal, operational and depreciation costs)

3.1.9 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)

3.1.10 Council's ability to deliver the project within approved timelines

3.1.11 Opportunities for regional funding partnerships and any benefits and risk associated with these partnerships.

3.2 Approval & Reporting

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

3.2.2 External cash grant applications in excess of $50,000 and all dollar-for-dollar matched funding grant applications in excess of $10,000 must receive the approval of Council via a Council resolution. Due to funding timeframes, this approval may be retrospective of the grant application.

3.2.3 If Council does not provide retrospective approval for a grant application, the respective grant submission will be withdrawn.

3.2.4 Council must be informed when:

3.2.4.1 External Grant Funding applications are successful or unsuccessful;

3.2.4.2 The project scope is altered to extent where the agreed project outcomes are required to be renegotiated with the funding body;

3.2.4.3 External Grant Funding expenditure is completed.

3.2.5 The approval and reporting provisions of this policy do not apply to Financial Assistance Grants, Supplementary Grants, or Roads to Recovery Grants and these are recurrent operating grants.

4. RECORDS

Council must keep appropriate written records of all external grants in accordance with the General Disposal Schedule (GDS40) and approved by State Records.

5. AVAILABILITY OF THE POLICY

5.1 This policy will be available for inspection at the Council office, 11 Railway Terrace Karoonda, during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.dckem.sa.gov.au.

5.2 Copies will be provided to interested parties upon request. Email council@dckem.sa.gov.au grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

6. DOCUMENT ADMINISTRATION AND CONTROL

COUNCIL POLICY	
Policy title:	External Grant Funding Policy
Responsible officer:	Chief Executive Officer
Version:	1
Committee review:	Audit & Risk Committee
First issued / adopted:	June 2026
Review frequency:	Within 12 months following a Local Government Election, or as otherwise required by legislation.
Next review date:	November 2027
Applicable legislation / related documents:	*Local Government Act 1999* *Local Government (Financial Management) Regulations* Local Government Association of South Australia Model Financial Statements and Uniform Presentation of Finances