



Forbes Shire Council Grants Auspiced by Council Policy

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FORBES SHIRE COUNCIL GRANTS AUSPICED BY COUNCIL POLICY

Revision History

| Version | Date | Amended | Authorised by | Approved by | Revision Date |
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| V1 | | | Manager Communications & Development | Council | 21 March 2015 |

Change History

| Version | Change Details |
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| V1 | Initial Policy |

Related Documents

| Document Title | Location |
|-----------------|---------------------------|
| File reference: | InfoXpert Policy Register |
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FORBES SHIRE COUNCIL

GRANTS AUSPICED BY COUNCIL POLICY

1 OBJECTIVE

Some grant programs will only provide grants to organisations that are legal entities such as incorporated associations, or to individuals or groups where grants are administered or auspiced through such organisations. The role of an auspicing organisation is to take responsibility for grant monies and keep financial records of the grant activity. This arrangement is used to ensure there is monitoring of the management of the finances, and the maintenance of proper financial records to comply with auditing requirements.

The objective of this policy is to ensure accountability, transparency and efficiency in grants auspiced by Council.

2 SCOPE

This policy incorporates any grant obtained by community groups for which Council is the auspicing body.

3 PROCEDURE

Forbes Shire Council will consider to auspice on behalf of community groups for projects that will provide services or facilities to the community in keeping with Council's strategic goals, community needs and other community activities. The decision to auspice will be dependent on groups meeting certain probity criteria and assessment. The probity criteria that must be met is:

References

Provide relevant documentation that verifies the legitimacy of the organisation. This may include written references, financial statements, or bank statements.

Strategic Alignment

Does the program or project align with Council's current community strategic plan?

Cooperation

Willingness to work with Council in the delivery of the project.

Accountability and Transparency

Record keeping and decision making processes in place for the administration of grant funds.

Monitoring and evaluation

Systems in place to review and evaluate the success of the program or project.

If the decision is made to auspice then a written agreement listing the services Council will provide will be drawn up and signed by both parties before an application is submitted.

The following procedure will be followed for all successful grant auspiced by Council:

- a). All projects for which a grant is being applied for should be submitted to the Risk Management Committee for Review if considered appropriate.

- b). All projects for which the total amount of funding being applied for exceeds \$10,000 should be submitted to Council for approval.
- c). All grants are given an identifying number. This is to be utilised for any financial transactions and in any official correspondence relevant to the grant.
- d). A subject file is made for each grant. All official documentation regarding the grant is to be copied into this file.
- e). Both parties will enter into an auspicings agreement outlining:
 - A description of the project, deliverables, the term and effective date of the agreement;
 - Payment provisions, including the time, amount and currency;
 - Identification of the key individuals, including a dedicated project officer, who will be managing the project and their responsibilities;
 - Reporting schedule
- f). A reporting document including agreed milestone activities, key dates, key performance indicators and associated payments will be kept on file for each grant and referred to for reporting and acquittal purposes.
- g). The Forbes Shire Council Grants Officer will maintain a working file through the duration of the project.
- h). The Grants Officer will liaise with the organisation's dedicated project officer to provide advice to assist community groups with the implementation of the project. The organisation will be responsible for the implementation of the project.
- i). All expenses associated with a particular project must be firstly approved by the Grants Officer with evidence from the group that associated milestones key performance indicators have been met. All expenses are to be signed off by the delegated officer.
- j). The Grants Officer must ensure that the Corporate Services department has specific details regarding the amount of funding to be received and the financial reporting requirements for every grant received.
- k). The Grants Officer must ensure that all parties are aware of the project and the current status.
- l). The Grants Officer must provide an update on each project that is being auspicings, at the monthly meeting of Council.
- m). The Grants Officer is responsible for ensuring that the appropriate reporting is undertaken upon completion of the project.
- n). The Grants Officer is responsible for ensuring that the final financial acquittal is undertaken for the project.



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4 IMPLEMENTATION

Upon the notification of a successful grant application the Grants Officer must inform the Director Corporate Services and the Accounts Payable officer and begin the implementation of the procedure.

5 DELEGATION

This policy delegates the:

Grants Officer to ensure the procedure is implemented and that appropriate financial procedures have been followed to enable timely reporting and payments

6 RESPONSIBILITY

The compliance of this policy is the responsibility of the Grants Officer for the grant.

7 REPORTING

Status of current grants is to be reported to Council in the relevant monthly report as required.