

Grant Management Policy



Yarriambiack
SHIRE COUNCIL

Grant Management Policy

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

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1 Objective

This policy covers all external funding, including funding awarded by State and Federal Government, private industry and the community sector. It applies to all Yarriambiack Shire Council employees and contractors involved in applying for external funding.

2 Responsibility

2.1 Chief Executive Officer

The Chief Executive Officer is responsible for approving all grant funding applications and endorsing all agreements and variations.

2.2 Leadership Team

The Leadership Team is responsible for overseeing grant management within their respective departments and areas of responsibility. Furthermore, the Leadership Team must ensure that the Grant Register is filled out and that data is promptly uploaded to the Funding Milestone report.

2.3 Chief Financial Officer

The Chief Financial Officer must be advised of all grant applications and provided with regular status updates. The Chief Financial Officer must also be kept informed of milestone reporting requirements, funding instalment progress, and acquittal status. In addition, the Chief Financial Officer is responsible for the co-ordination of the Funding Milestone Report.

2.4 Project Manager

The Project Manager is the designated officer responsible for delivering and/or supervising the project linked to grant funding, as well as managing the funding agreement.

3 Policy Statement and Scope

Yarriambiack Shire Council aims to actively secure external funding to support our strategies and community endeavours. Further to this, Council will be fiscally accountable and transparent in the way in which it allocates, manages, monitors and reports its activities and outcomes.

This policy sets out Yarriambiack Shire Council's policy pertaining to the application, acceptance and management of designated grant funding.

4 Grant Management

4.1 Grant Applications

- a) Grant applications that require a Council cash co-contribution must be endorsed by Council by resolution prior to submission.
- b) Applications for grants that don't need a Council cash co-contribution or only ask for in-kind support must be approved by the Chief Executive Officer before being submitted.
- c) Staff must not submit a grant application on behalf of Council without the required endorsement (Chief Executive Officer and/or Council, as applicable).

4.2 Grant Acceptance

The Chief Executive Officer is the only officer authorised to formally accept grant funding and execute (sign) the funding agreement.

4.3 Grant Administration

- a) All grant applications must be recorded in Council's Grants Register and the status must be updated as the application progresses.
- b) All successful grants must be recorded in the Funding Milestone Report, which informs the Financial and Non-Financial Performance Report and Council's internal management reporting.

- c) All reasonable steps must be taken to meet funding agreement requirements, including milestone reporting and invoicing. Where a milestone, reporting requirement or invoice due date cannot be met, the Chief Financial Officer must be notified as soon as practicable and the Funding Milestone Report updated accordingly.
- d) Any variation to a funding agreement (including changes to milestones and reporting requirements) must be approved by the Chief Executive Officer. The Chief Financial Officer must be notified and the Funding Milestone Report updated where relevant.

4.4 Completion of Grants

- a) Grant acquittals must be completed in accordance with the funding agreement, including any requirement for an audit where specified.
- b) The Chief Financial Officer must be notified when an acquittal is submitted (or if an acquittal is overdue) and the Funding Milestone Report updated to reflect the grant's status.

4.5 Management of Grant Funding

Council will manage grant funding in accordance with Australian Accounting Standards and Council's Investment Policy.

5 References

- a) Investment Policy
- b) Priority Project Framework
- c) Procurement Policy
- d) Procurement Management Manual
- e) Project Management Policy
- f) Project Management Procedure
- g) Risk Management Manual
- h) Asset Lifecycle Policy
- i) Budget Framework and Guidelines Manual (revised each year)
- j) Finance and Payroll Management Manual
- k) WorkflowMax Project and Financial management Manual
- l) Fraud and Corruption Prevention Policy
- m) Fraud and Corruption Prevention Governance Framework
- n) Delegations and Authorisations
- o) Grant Management Guidelines – rescinded on 24 May 2023. Information incorporated into the revised Grant Management Policy adopted on 24 May 2023.

6 Definitions

Term	Definition
Funding	Money provided, especially by an organisation or Government, for a particular purpose.
Funding Agreement	A Funding Agreement is a legal document that outlines the terms, conditions and obligations of funding and accountability for both the funding body and recipient.

Term	Definition
Funding Body	An organisation or department that provides funds for a particular purpose.
Funding Milestone Report	The Chief Financial Officer (or their delegate) is responsible for administering this report, which contains details about grant funding. These details are included in both the Financial and Non-Financial Performance Report and the Management Report, and are shared with the Leadership Team, Audit and Risk Committee, and Councillors.
Grant	The term generally refers to funding obtained through a competitive process run by government, corporations, industry or charitable foundations.
Grant Register	This register lists all grant applications, their status, and links to official documents.
Project Business Case (Mandate)	A preliminary document that captures and defines the core project objectives, scope, deliverables, budget and schedule to enable evaluation and approval for the project.
Project Evaluation	A systematic and objective assessment to determine the strategic priorities, identified need, risk, ongoing cost, cultural, heritage and environment aspects of the proposed project.
Project Officer	The person responsible for planning, coordinating and delivering a project that includes grant funding management.
Project Plan	A detailed document that captures and defines the core project objectives, scope, deliverables, budget and schedule so that agencies and clients alike can work together to achieve a focused, desired outcome.

7 Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
a) Council decisions are to be made and actions taken in accordance with the relevant law;	Section 4, 5 and 9.
b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	This policy, in its entirety, supports this principle, as it relates directly to grant funding that is primarily utilised for the benefit of the community.
c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	This policy gives effect to this principle, as grant funding may be utilised to support economic, social and environmental sustainability initiatives, including climate change risk mitigation and planning.

Governance Principle	Section of policy where covered
d) the municipal community is to be engaged in strategic planning and strategic decision making;	No specific section addresses this principle; however, grant-funded projects may be informed by community-identified needs or priorities.
e) innovation and continuous improvement is to be pursued;	This policy gives effect to this principle by requiring monitoring, reporting, review and administrative updates to grant management practices, which support continuous improvement over time.
f) collaboration with other Councils and Governments and statutory bodies is to be sought;	This policy outlines the application process for grants, which are often administered by Federal and State Government departments and or agencies.
g) the ongoing financial viability of the Council is to be ensured;	This policy gives effect to this principle by establishing approval, oversight, monitoring and reporting requirements for grant-funded projects.
h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	This policy gives effect to this principle by guiding the assessment and management of grant opportunities, which are often linked to regional, state and national funding priorities, programs and policy settings.
i) the transparency of Council decisions, actions and information is to be ensured.	This Policy outlines the process for grant funding applications, and the transparency of decision making.

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

Community Engagement Principles	<ul style="list-style-type: none"> • A community engagement process must have a clearly defined objective and scope. • Participants in community engagement must have access to objective, relevant and timely information to inform their participation. • Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement. • Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement. • Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
Comment:	Not applicable.

<p>Public Transparency Principles</p>	<ul style="list-style-type: none"> • Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act. • Council information must be publicly available unless— <ul style="list-style-type: none"> (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest. • Council information must be understandable and accessible to members of the municipal community. • Public awareness of the availability of Council information must be facilitated.
<p>Comment:</p>	<p>The policy promotes transparent decision-making by clearly outlining roles, responsibilities, approval pathways and accountability requirements for grant applications and funding management. Grant decisions involving Council endorsement are made via public Council meetings where required, and records relating to grant approvals, agreements and acquittals are maintained in accordance with Council’s records management, delegations and legislative obligations. Information is made publicly available where appropriate, subject to confidentiality and public interest considerations.</p>
<p>Strategic Planning Principles</p>	<ul style="list-style-type: none"> • An integrated approach to planning, monitoring and performance reporting is to be adopted. • Strategic planning must address the Community Vision. • Strategic planning must take into account the resources needed for effective implementation. • Strategic planning must identify and address the risks to effective implementation. • Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
<p>Comment:</p>	<p>The policy supports an integrated approach to planning, monitoring and reporting by establishing approval, administration, milestone reporting and acquittal requirements for grant-funded projects. It assigns clear responsibilities for grant oversight, requires grant applications and successful funding to be recorded, and supports ongoing monitoring through the Grant Register and Funding Milestone Report.</p>

Financial Management Principles	<ul style="list-style-type: none"> Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans. Financial risks must be monitored and managed prudently having regard to economic circumstances. Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community. Accounts and records that explain the financial operations and financial position of the Council must be kept.
Comment:	The policy gives effect to Council's financial management principles by requiring grant revenue and expenditure to be managed in accordance with Council's financial policies, approved budgets and funding agreements. Financial risks are monitored through mandatory budget review, Chief Financial Officer oversight, acquittal processes and record-keeping requirements, supporting prudent financial management, transparency and accountability.
Service Performance Principles	<ul style="list-style-type: none"> Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community. Services should be accessible to the members of the municipal community for whom the services are intended. Quality and costs standards for services set by the Council should provide good value to the municipal community. A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring. Service delivery must include a fair and effective process for considering and responding to complaints about service provision.
Comment:	Not applicable.

8 Policy Review

This policy will be reviewed in conjunction with its associated procedures every three years.

From time to time, circumstances may require minor administrative changes to be made to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively and need not be considered and adopted by Council.

Where any change or update may materially change the intent of this policy, or the legal responsibilities of any member of the community, it must be considered and adopted by Council, or by the Chief Executive Officer in reliance on delegated authority.

9 Legislative Context

The principal legislation in Victoria governing the establishment and operation of councils is the *Local Government Act 2020*.

In administering grants and other external funding, Council must follow its delegations, procurement requirements and record-keeping obligations to support transparent decision-making and proper use of public funds. These requirements give effect to the *Local Government Act 2020* (including the governance principles) by promoting

accountability, integrity and openness in grant decision-making and administration. Adhering to approved processes and maintaining appropriate documentation helps reduce the risk of fraud and corruption, supports audit and assurance activities, and ensures Council meets funding agreement and legislative requirements.

Council Approved Policy

Policy Adopted:	CEO Approved 28 August 2019	CEO Name Jessie Holmes
	Policy Reviewed:	Ordinary Council Meeting 24 May 2023
	Ordinary Council Meeting 27 May 2026	Item 15.8 Minute Book Page 46



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