
Third Party Co-contributions to Grants Policy



March 2020



Northern Grampians Shire Council
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Third Party Co-contributions to Grants Policy



Council Policy

Responsible director

Responsible officer

Functional area

Date adopted by Council

Review date

Director Corporate Services

Manager Financial Services

Financial Services

3 March 2020

3 March 2021

Purpose

This policy outlines the purpose and processes for managing third party cash contributions to grants, where the third parties are non-government bodies, individuals or organisations.

Background

The Northern Grampians Shire Council actively seeks third party cash co-contributions towards the cost of projects to assist with long term financial sustainability and where third parties benefit from the project.

In the case of grant applications that have a mandatory co-contribution requirement, or where a third party has committed to providing a financial contribution towards a project that would otherwise not be able to be delivered by Council alone, a consistent approach to working with contributors is required to reduce the financial risks to Council.

Policy

The Northern Grampians Shire Council will seek third party co-contributions for projects that benefit third party groups and organisations, where possible.

Grant projects

Many grant programs require a mandatory co-contribution in order to be eligible to apply for funding. Co-contributions from community groups (third parties) which will benefit from the project are viewed very favourably by granting bodies, and significantly improve the competitiveness of the application because it shows strong community support for the project.

If a third party agrees to provide a financial contribution towards a project that requires grant funding, they will be asked to provide a letter of support confirming their financial contribution toward the project and this will accompany the grant application.

The third party will receive a letter from Council outlining this policy and what to expect should the grant application be successful. The third party will be asked to sign the letter as acknowledgement and return a copy to Council.

If the grant application is successful, the entire financial contribution from the third party is to be provided to Council before the Chief Executive Officer or authorised delegate signs the funding agreement. An invoice will be sent to the third parties upon Council receiving formal notification of the successful grant outcome. This invoice will generally be for the amount of the co-contribution plus GST.

Upfront payments will be the default position of Council. Any variations to this position will need to be negotiated with the Manager Financial Services (or delegated officer) and recommended to Council for approval.

Own-source projects

If a third party agrees to provide a financial contribution toward a project that does not require grant funding, they are to provide the entire contribution to Council before the project commences.

Council Plan Objective/Strategy

This policy aligns with the Council Plan Objective to Provide Sustainable Infrastructure and contributes to the indicator of "Additional Grant Funding Received".

This policy also aligns with Strategic Resource Plan 2017-21 Grant Revenue Principle of "maximising all appropriate external funding opportunities".

Legislation and Standards

Local Government Act 1989, for budgeting and reporting responsibilities.

Responsibilities

The Project Manager is to identify and liaise with third party organisations that are likely to benefit from the project and to discuss the potential for third party co-contributions toward the project.

Where the project requires grant funding, the Project Manager and Funding Officer will seek approval from the Executive Leadership Team (ELT) to proceed with the grant application. This will be done via the Application Submissions for Consideration by ELT (ASCELT) Form. If approved, the Project Manager and Funding Officer will work together to formalise the third party co-contribution commitments by requesting letters of support confirming the commitment, and which contains any other information required from the grant selection criteria.

The Funding Officer will prepare a letter from Council to inform the third party of this policy and the expectations of upfront payment upon the successful outcome of the grant application. The letter will contain a summary of the project they have committed to co-funding, the total project cost, their co-contribution and when the outcomes are likely so they can make their funds available.

The Funding Officer will arrange for the invoice to be sent to third parties when the grant application is successful.

Stakeholders

Mayor, Councillors, Chief Executive Officer, Directors, Managers, Project Managers, Funding Officer, third party organisations and individuals.

Review

This policy will be reviewed annually, in line with the *Local Government Act 1989*. If the policy is deemed to require only minor changes then the review process is to inform Councillors through the Councillor Bulletin. Significant alterations to the policy will require the Council to adopt the changes.

First review after one year of implementation.

Communication and implementation

This policy will be available in Council's electronic records management system and communicated through Council induction and in-house training presentations.

References

Strategic Resource Plan
Staff Code of Conduct
Fraud Prevention Policy
Risk Management Strategy

Privacy and Data Protection compliance

This policy considers the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* and the risk of unauthorised disclosure of personal information. Council's procedures and IT systems will be used to protect the security of information.

Charter of Human Rights compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

Definitions

Grant: Funds received from external sources for a particular purpose that is not expected to be paid back.

Own-Source Funding: Council rates contribution.

Review history

Date	Review details	Action
27/06/2018	Draft	Sent to Corporate Services
27/11/2018	Draft ready for Council briefing	Sent to Mary for final review
14/1/2019	Councillor Briefing	
4/2/2019	Council Meeting	
24/2/2020	Councillor Briefing	Amendment to responsible director and officer
02/3/2020	Council Meeting	