

External Grant Funding Policy

1. PURPOSE

The purpose of this policy is to establish the criteria and decision making to be applied when considering external grant funding opportunities.

2. SCOPE

This policy applies to all external grant funding opportunities whether in cash or in-kind and applies if Council proposes to be a sole or joint funding applicant.

3. LINK TO CORPORATE PLAN

- People *Bisnis* - *Pipol*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

4. POLICY STATEMENT

Torres Strait Island Regional Council (TSIRC) is heavily reliant on external grant funding as a source of revenue due to the largely unrateable nature of its local government area.

Much of the funding available to local governments is competitive and tied to specific projects and outcomes. Funding opportunities are provided by the Federal and State Governments, as well as other private and public sector organisations to support and enable infrastructure development and other activities.

Whilst grants are a critical source of funding for Council projects and activities, they need to be considered in the context of Council's priorities, planning framework, extent of responsibility, capacity to deliver projects and/or services and ability to afford any contribution and/or ongoing associated costs.

This policy sets out the key policy principles and guidelines at what level of the organisation decision making will be made.

Policy Principles

- 4.1. Council will seek external grant funding for projects and activities that align with Council's key strategic priorities and plans.
- 4.2. Council Officers as identified in Council's Delegation Register, are authorised to lodge external grant funding applications for projects that meet one or more of the following criteria:
 - a) Projects which have been approved in Council's Capital and

Operational Budget Cycle

- b) Projects that are included in Council's strategic objectives and Integrated Planning and Reporting Framework and/or Asset Management Plans and the funding generally aligns with the priority for delivery of the projects
 - c) Projects that have been identified to be funded from Council's recurrent funding programs and prioritised for delivery in the relevant recurrent funding period
 - d) Minor projects where it has been determined that the value of the external grant is greater than the value of the resources required to apply, report and acquit the external funding or where the community need is determined to be of greater importance
 - e) Disaster recovery works where the State and Federal Governments have made funding available for recovery following a disaster or emergency event.
- 4.3. Council recognises that Councillors are elected to represent the views of the community and therefore Councillors will be the decision makers in relation to any grant application that falls outside of Section 4.2.
- 4.4. Council will consider the following factors in its decision making:
- Alignment with strategic and operational plans and the priority of the project
 - Emerging needs in the community demonstrated through evidence-based data and information
 - Council's ability to provide co-contribution (whether that be matched funding or in-kind) where required
 - Council's capacity to deliver the project within the constraints of Council resourcing and other budget commitments
 - Whether the funding stream is the only funding source and/or most appropriate funding stream for the proposed project
 - The readiness of a project and any associated risks
 - Collaboration and opportunities with other stakeholders/partners
 - The potential for Council to be competing against other business or community organisations for the funding
 - Any reputational issues that may arise from making a decision to apply for, or not to apply for external grant funding opportunities
 - The benefits the community will obtain from the project.
- 4.5. The CEO may also decide that any external grant funding application, including those identified for Council Officer level decision making, be referred to Council for decision making where it is determined that the proposal would benefit from Councillor consideration.
- 4.6. In the event external grant funding opportunities are received at short notice preventing them from being tabled for decision as part of Council's normal meeting cycle and where they fall outside of the scope of Section 4.2, the

CEO as soon as practical, will:

- a) Inform all Councillors of the external grant funding opportunity, the scope and eligibility requirements; and
- b) Advise Councillors of any potential projects applicable to the funding opportunity.

In these circumstances the CEO is authorised to approve the submission of external grant funding applications.

- 4.7. A monthly report detailing all external grant funding applications, progress and outcomes will be presented to Council, ensuring elected representatives are kept updated and informed.

5. CONFLICT OF INTEREST

Council's Elected Members must be committed to make decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

6. RECOGNITION TREATMENT

Grant revenue recognition will comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

7. MANAGEMENT

The Grants Management Procedure outlines the responsibilities of the various officers and stakeholders.

8. DEFINITIONS

Eligibility	Council's ability to meet the required application conditions, as stipulated by the funding body.
CEO	Chief Executive Officer of Torres Strait Island Regional Council who holds an appointment under Section 194 of the <i>Local Government Act 2009</i> and includes a person acting in this position
Council	Torres Strait Island Regional Council
Councillor	An elected representative of Torres Strait Island Regional Council as defined under the <i>Local Government Act 2009</i> and includes the Mayor
External Grant	Means any assistance by way of a sum of money or other resource provided to Council on the condition that the assistance is used for a specified purpose/s
Integrated Planning &	Council's 5-year corporate and annual operational plans, and other related legislative documents such as the annual budget, long-term

Reporting	financial forecast and asset management plans.
In-kind	Means co-contribution that can be made up of council resources tied to the project (generally people and/or equipment)
Minor Project	Project values up to and including \$20,000
Recurrent Grant Funding	Grant funding that is generally provided to Council on an annual or otherwise basis subject to Council meeting the ongoing eligibility, acquittal or submission requirements

9. RELATED DOCUMENTS AND REFERENCES

This policy is established with reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* as well as the following Council policies and key documents:

- Acceptable Request Guidelines Policy
- Grants Management Procedure
- 5-Year Corporate Plan
- Annual Operational Plan
- Annual Budget (incl. Long Term Financial Plan)
- Asset Management Plans

10. REVIEW

Policy type:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager, Administration and Communication
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