



LEETON
SHIRE COUNCIL

GRANTS POLICY

June 2021

DOCUMENT CONTROL

RESPONSIBLE OFFICER:	Corporate and Community Planning Officer				
REVIEWED BY:	Executive Manager IPR, Governance and Engagement				
LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:	Theme 6: Strong Leadership 20. A community that is always on the front foot 20a. Strive to deliver the aspirations of the community through community leadership 20a.02 Support the community by offering a Community Grants Program				
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1	23/7/14	Unknown	Unknown	Unknown	14/186
2	22/2/17	Unknown	Unknown	Unknown	17/018
3	22/8/18	More detailed guidelines developed to establish a clearer eligibility criteria.	Sarah Collis	Craig Bennett	18/276

REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Purpose

The purpose of this policy is to provide information for Council and the community on the principles guiding the Community Strengthening Grants program and Small Heritage Grants Program.

This policy aligns community grants with Council's strategic objectives, establishes clear expectations around Council and community roles, provides Council with direction to develop community grants and funding programs, and sets out an accessible yet rigorous and robust approach to governance and accountability.

This ensures the process of allocating and monitoring grants will be fair, transparent and inclusive.

This policy is supported by an internal procedures document and grant guidelines administered by the IPR, Governance and Engagement team and the Planning, Building and Health team and other departments where relevant.

2. Scope

This policy document applies to all elected representatives and Council employees, as well as all external stakeholders such as community groups, clubs, services, businesses and individual community members who receive a financial benefit from Leeton Shire Council.

3. Roles and Responsibilities

Applicants must contact the relevant Council staff member to discuss their project idea before proceeding with an application.

The following outlines the types of requests which may be received, and which department is responsible.

Area	Contact	Phone	Email
Community projects	Corporate and Community Planning Officer	6953 0911	council@leeton.nsw.gov.au
Art, Culture and Museum Projects	Manager Cultural Services		
Recreation and Leisure	Manager Open Space and Recreation		
Events and Tourism	Manager Visitor Services and Local Activation		
Built Heritage	Town Planner		
Economic Projects	Economic and Strategic Development Manager		

4. Definitions

Audit	An audit is an official examination and confirmation of accounts and records. Council can be audited and Council can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.
Acquittal	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
Council	This is Leeton Shire Council as a geographical area and also the entity which has the authority to make decisions on behalf of the Leeton Shire community
Funding agreement	A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities under the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.
Grant	A grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific policy.

5. Supporting Documents

For detailed procedural information on:

- Community Grants (including Community Strengthening Grants, Youth Development Grants and Quick Response Grants), see the Leeton Shire Council Community Grant's Guidelines
- Small Heritage Grants, see the Leeton Shire Council Heritage Grants Guidelines.

6. Legislation

Section 356 of the *Local Government Act 1993* prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

7. Requests for Grants Procedure

7.1 Application process

Council will consider grant applications from eligible organisations and individuals. Applications must be submitted on the appropriate form (available from Council's website). Council takes an active role in supporting, facilitating, and guiding community organisations through all the relevant application processes to promote quality applications.

Requests for financial support that do not fall within the eligibility of Council's Grant Programs must be submitted in writing to the relevant department. All requests will be reported to Council for consideration and determination.

7.2 Assessment process

Council will support eligible projects that reflect demonstrated community need and address priority themes of the Leeton Shire Community Strategic Plan.

In the interest of fairness, transparency and maintaining community confidence in the integrity of the assessment process, formal assessment processes exist for all competitive grant categories. All assessment processes are clearly outlined in the grant guidelines available to the community.

7.3 Funding agreement

All funding provided by Council is guided by a funding agreement between Council and the grant recipient that needs to be signed by both parties. The funding agreement protects the interests of Council and the grant recipient and enables the conditions of the grant to be enforced.

The agreement articulates:

- the dollar amount of funding
- the rights and responsibilities of all parties to the agreement, including reporting and evaluation requirements
- the terms and conditions of the grant, including the circumstances in which Council can reclaim the grant, consequences for breaches of grant conditions.

7.4 Grant acquittal

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an acquittal, outlining the use of the funds and the achieved outcomes of the activity.

Please be aware that Council may undertake a spot audit of a funded project.