

CP 14 Grant Management Infrastructure and Event Projects Auspiced by Council

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Policy Objective

To ensure responsible fiscal management and to protect the Council from risks associated with clubs and organisations that seek grant funding or financial and administrative support from the Council. This policy relates to the Council submitting a grant application on behalf of an external organisation and the auspicing and reporting arrangements for the delivery of a successful project by both parties.

The Council receives requests from clubs and organisations seeking governance and reporting support to auspice grant funding as part of a community infrastructure project or event.

Unscheduled requests from Community Groups seeking financial assistance outside the annual budget process are sought from time to time due to the effects associated with inadequately scoped and or/managed projects.

The Council will not assist a community group/organisation financially with any over expenditure of funds on the nominated project.

Procedure

The Benalla Rural City Council has implemented the following procedure for all community based Council auspiced projects. The procedure has been established to ensure that any community based infrastructure or event project seeking support from the Council to auspice and apply for grant funding adhere to the following processes:

The Council will require that all General Managers/Managers working with community based groups implement the following process to ensure a consistent approach to project development, management, implementation and acquittal.

1. Project Champion (BRCC General Manager) approached to discuss community project.
2. Project Champion establishes a Project Control Group from project inception which will include representatives from BRCC and community group (not just to apply and manage grant funding).
3. Project Champion appoints Project Manager to work in partnership with Project Control Group to develop, oversee and confirm project scope and budget to ensure project reflects fiscal viability and responsibility and aligns with the Council Plan and Strategies.
4. Council will require that clubs/groups forward any nominated project co-cash contribution to Council upon notification of success of the grant application prior to any commencement of works associated with the project.
5. A project Agreement or Memorandum of Understanding (MOU) be developed and signed by the CEO, Benalla Rural City Council and the President of the Community group/organisation setting out all roles and responsibilities of each party and key deliverables.
6. To maximise project and grant funding outcomes, project details should include confirmation of ownership of land, consent of land owner, confirmation and evidence of stakeholder engagement and broader community support; identification of relevant permits required, identification of project on asset management plan, development of infrastructure plans/designs, development of ongoing facility management plan (infrastructure projects), confirmation of scope and costs including quotes or quantity surveyor costings; confirmation of co-funding contribution in writing, verification of in kind (if applicable) together with letters of support.
7. The Project Manager should ensure that all project information including (but not limited to) costings/quotes, plans etc. are current and dated within 2 months of the grant application.
8. All auspiced projects supported by the Council to apply for external grant funding must complete a Benalla Rural City Council Expression of Interest – Community Facilities Funding form (infrastructure projects) or a Project Proposal form (for events) and be signed by an authorised representative (President) of the club/group.
9. All Council auspiced projects seeking external grant funding will require the Project Champion/Manager to complete a Project Proposal form for Leadership team endorsement and approval prior to the grant application being submitted.
10. An appropriate contingency sum (i.e. 4 - 5 % of total project cost) is to be included within the total project budget to allow for price fluctuations on construction costs.

11. All Council and community budget income to be confirmed in writing prior to a grant submission being submitted or MOU being signed (this includes a letter from each partner agency confirming their financial contribution. Financial support letters to be dated within 2 months of the grant application to ensure that each organisation is supportive of the co-funding contribution).
12. All purchases for project materials are to be managed through the delegated Council Project Manager overseeing the project, ensuring all income and expenditure is accounted for and managed within budget.
13. If applicable, project expenditure to be managed through “Authority to Spend” process via Councils Finance Department whereby all invoices are emailed directly to Council for processing and payment.
14. To assist with grant acquittals the Club/Group to provide documentation as required to complete grant milestones and final reports eg: evidence of “in kind”.
15. The Club/Group will provide an evaluation report within eight weeks of the completion of the project to the nominated Council Manager for inclusion in the Council’s Annual Report.