



Administration of Grant Income Policy

Department/Unit	Investment & Planning	First Implemented	1 January 2018	Review Date	July 2029
Origin	Grants Officer	Reviewed	March 2025	Version	3
Authorising Officer	Endorsement by Council	Effective From	15 July 2025	Records Reference	E698

Purpose/Objective

To establish a clear and consistent framework for the effective management of grant funding received by Mansfield Shire Council (Council) from Federal and State Government bodies and other external organisations.

The objective is to ensure that all grants are identified, assessed, administered and reported in a transparent, accountable, and compliant manner supporting the strategic priorities and operational needs of Council.

Policy Statement

Council relies on grant funding as an important source of income to enable the introduction or continuation of services and facilities which might otherwise be outside of the immediate financial capacity of Council.

There are several types of grants generally available to Council:

- ▶ Conditional: Grant funds that are to be used for specific programs or purposes;
- ▶ Unrestricted: Grant funds that may be used for any purpose;
- ▶ Refundable: Grant funds that must be returned if the terms of the grant are not met;
- ▶ Non-Refundable: Grant funds that are retained regardless of the outcome of the intended project.

The Grant Management Framework seeks to address the following areas:

- ▶ appropriate internal controls and authorisation mechanisms
- ▶ efficient administration and operation of grant programs
- ▶ efficient financial management of grants
- ▶ affordability of matching contributions required by Council

- ▶ consistency with Council Plan priorities, the Capital Works Program and/or other Strategic Plans of Council.
- ▶ the ability to meet various specialised reporting requirements
- ▶ competition of auditing requirements for grants

Scope

This policy applies to all Council employees, Councillors, contracted employees and other authorised personnel of Mansfield Shire Council.

This policy applies to all grant funding applications where:

- ▶ Council is the sole applicant in an external funding application.
- ▶ Council is one of any number of partners in an external funding application.
- ▶ Council auspices an external grant on behalf of another organisation.
- ▶ an application is being made for renewal of a currently held grant.
- ▶ a funding provider approves a grant application with variations to the original proposal.

This policy does not cover grant programs distributed by Council (e.g. Outlying Communities Infrastructure Fund) which are covered under Council's Community Grants Policy.

Grant Authorisation and Approval

- ▶ Operational grants over \$50,000 or capital grants over \$200,000, which are not included in the Annual Budget should be approved via a Council resolution.

Where short timeframes do not allow for Council resolution prior to submission, the CEO is authorised to approve the application and will advise Council of the application submitted.

A resolution of Council will be sought to accept the funding if awarded.

- ▶ Operational grants of \$50,000 or less or capital grants of \$200,000 or less, which are not included in the Annual Budget may be approved by the Chief Executive Officer.

Third-Party Entity and Auspice Arrangements

Where a third-party entity is involved, a formal agreement signed by both parties will be established to ensure the commitment of the third party is recognised. Agreements should require cash contributions by third parties to be received in full prior to commencement of the project (exceptions to be approved by the CEO).

Grants Register

A central Grants Register will be maintained to track upcoming opportunities, enable timely grant submissions and manage acquittals.

Records Management

Records will be maintained in accordance with Council's Records and Information Management Policy.

Definitions

Term	Definition
Auspice	In the context of grant applications, an auspice organisation (auspisor) is one that actually receives and manages the grant money on behalf of the applicant (auspicee), often a non-incorporated organisation or individual.
Conditional Grant	any grant funding received on the condition that the assistance is used for a specified purpose.
Council	Mansfield Shire Council
EMT	Executive Management Team
Funding Agreement	<p>a legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required.</p> <p>The forms of enforceable funding agreements include:</p> <ul style="list-style-type: none"> ▶ Deed; ▶ Contract; and/or ▶ Other written exchange (ie, letter, email).
Grant Funding	any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies.
LTFP	Long Term Financial Plan – a 10 year financial forecast document prepared by the Finance Department
Responsible Officer	Council officer responsible for managing the project to which the grant funding applies
SRP	Strategic Resource Plan - a 4 year financial forecast approved by Council annually and submitted to the Minister for Local Government

Responsibilities

Chief Executive Officer

- ▶ Provides strategic oversight of grant funding priorities.
- ▶ Reviews and endorses major grant applications and funding agreements.
- ▶ Ensures Council's grant-related activities align with strategic and financial obligations.
- ▶ Overall responsibility for the application of this Policy.

Executive Management Team

- ▶ Ensure grant opportunities are appropriately evaluated for alignment with the Council Plan and budgetary constraints.
- ▶ Support project scoping, cost estimation and risk assessments prior to submission of grant applications.
- ▶ Monitor grant compliance within their departments ensuring milestones, deliverables and reporting requirements are met.

Grants Officer

- ▶ Actively seek funding opportunities for projects that are consistent with the objectives identified in the Council Plan and other strategic planning documents of Council.
- ▶ Maintains the centralised 'Grants Register'.
- ▶ Supports staff in preparing grant applications, ensuring compliance with funding body requirements.
- ▶ Report monthly any updates to the Grants Register to the Grants Committee.

Responsible Officers / Project Managers

- ▶ Manage individual grant-funded projects including delivery of project outcomes within agreed timelines and budgets.
- ▶ Ensure compliance with funding agreements including reporting, acquittal requirements and documentation.
- ▶ Maintain communication with the Grants Officer regarding project progress and any variances.

Finance Department

- ▶ Review financial data included in acquittal reports prior to submission.
- ▶ Assist the responsible officer/project manager with procuring audit services where required.

Council Staff

- ▶ Must adhere to this Policy and the Grant Management Framework when involved in grant applications, approvals, delivery or reporting processes.
- ▶ Are expected to consult the Grants Officer prior to applying for any external funding or entering into a funding agreement.

The Investment and Planning Directorate is the owner of this policy. Any reviews of this policy must be made in consultation with the General Manager Investment & Planning and Grants Officer.

References / Related Policies

- ▶ Internal Audit Report: Grant Management (RSD Chartered Accountants, April 2015)
- ▶ Mansfield Shire Council Records and Information Management Policy
- ▶ Mansfield Shire Council Auspice Arrangements Policy
- ▶ Mansfield Shire Council Contract Management Procedures
- ▶ Mansfield Shire Council Grant Management Procedure

Gender Impact Assessment

The Administration of Grant Income Policy has considered the Gender Equality Act 2020 in its preparation but is not relevant to its content. The Policy has been assessed as not requiring a Gender Impact Assessment (GIA) as it is purely administrative in its nature and does not have the potential to influence broader social norms and gender roles.

Implementation

This Policy is effective from 15 July 2025.

Review Date

This Policy is to be reviewed by July 2029.

Authorisation to Implement Policy

Signed:  _____
Councillor

Witnessed:  _____
Chief Executive Officer

Approval dated: 15 July 2025

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.