



2.07 – GRANT PROGRAMS POLICY

1. INTRODUCTION

To provide a policy governing all of Council's incoming and outgoing grant programs.

2. POLICY OBJECTIVE

To guide the management of Council's incoming and outgoing grant programs.

3. POLICY SCOPE

The Grant Programs Policy is to frame the delivery and corporate objectives for both:

- A. The various grants programs administered and provided by Council to ensure that they are accessible, appropriate, fair and equitable across the Norfolk Island community (financial assistance to the community from Council for such things as sports grants, study assistance and donations and contributions to community organisations); and
- B. External grants are an important source of income received to Council and it is important that Council maximises access to available external funding and demonstrates robust governance systems for project activity and resource management.

4. DEFINITIONS

Council – Norfolk Island Regional Council.

5. LEGAL AND POLICY FRAMEWORK

5.1 Grants provided by Council

Council may provide financial assistance to others under section 356 of the *Local Government Act 1993 (NSW)(NI)*. Further, clause 211(3) of the *Local Government (General) Regulation 2005* states that 'all such approvals and votes lapse at the end of a Council's financial year'.

5.2 External grants received to Council

The NIRC is constituted as a statutory body politic under section 219 of the *Local Government Act 1993 (NSW)(NI)* as modified by Commonwealth amendments.

The Australian Government grants policy framework applies to all non-corporate Commonwealth entities (entities) subject to the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

The NIRC as a Council constituted under the federally modified LGA may obtain income from grants (see section 491, LGA). Part 11, sections 613 to 620 deal with Grants and with the establishment under the LGA and role of a Local Government Grants Commission.

Grant funding received by Council is also subject to the related provisions within the *Local Government Act 1993 (NSW)(NI)* and the *Norfolk Island Act 1979* dealing with auditing and financial management of relevant territory and Council accounts.

The use of grants as a source of income for Council is equally identified and planned for as part of the relevant adopted Council strategic plans including the Operational Plan, Long Term Financial Plan and Workforce Plan.

6. IMPLEMENTATION

6.1 Communication

This policy is to be made available to all staff and the community via the internet and a printed copy to employees who do not have access to the internet.

6.2 Associated Documents

6.2.1 Community Grants Program Guidelines

6.2.2 External Grant Management Procedure

7. POLICY

7.1 Grants provided by Council to the Norfolk Island Community – ‘Community Grants Program’

Grants provided under the Community Grants Program are to align with the Integrated, Planning and Reporting framework, in particular the Community Strategic Plan 2016 – 2026 (CSP) and the Operational Plan for a particular year. This ensures that all money provided to the community from Council is aiming to achieve the objectives set out in the CSP. The CSP is a document that was formulated in consultation with the community and is a long-term visionary document, with the aim to drive all actions towards a sustainable community where resources are managed in a way to ensure a flourishing environment for future generations. The CSP vision is: ‘Norfolk Island – the Best Small Island in the world’.

The Community Grants Program Guidelines, as updated from time to time, will define how to apply for the grant programs when they become available. The Community Grants Program Guidelines will also assist staff of the Norfolk Island Regional Council to administer the program.

In the preparations of the Operational Plan budget each year, Council will allocate funding for its Community Grants Program. Council will call for applications and provide guidelines for applying in the first quarter of each financial year.

Council will at all times ensure that the Community Grants Program is assessed on merit, within budget and is accessible, appropriate, fair and equitable across the whole Norfolk Island community.

Unless special circumstances exist, Council’s policy is not to consider requests for financial assistance outside of the time and call for applications. Decisions in respect of applications lodged under the Community Grants Program are made by the elected Council and are final.

7.2 External grants received to Council

The Long Term Financial Plan 2018 – 2027 identifies Operating Grants as a significant source of Council income each financial year. Operating Grants refers to both the Financial Assistance Grants (FAGs) as calculated and distribute by the Federal Government to Council’s based on ratios of population and location; and the remainder sourced through competitive bidding within local government grant programs.

Through the ‘External Grant Management Procedure’ Council will have a consistent whole of Council approach to external grant applications and ensure projects are within Council areas of responsibility and align with the strategic and integrated planning framework the Council operates within.

Council is committed to providing an organised and coordinated quality grants program that will be achieved through a standardised framework for assessment, application, management and reporting of grants received by Council. This will be achieved through a strategic grant and project register approach.

Council will administer grant funding in an efficient, effective, transparent and accountable manner to ensure:

- The community receives the maximum benefit from grant funding
- The objectives of the funding provider are met as outlined in the grant funding agreement
- Council achieves the agreed outcomes in the Delivery Program
- Council's opportunities for future funding are not compromised.

8. REVIEW AND VERSION CONTROL

Policy Number	2.07		Responsible Officer	Group Manager Services (Grants provided by Council) Executive Manager Governance and Human Resources (external Grants)
Effective Date	19 July 2017		Next Review Date	2020
Version Number	Version	Resolution No.	Effective Date	Version description
	V1	2017/112	19 July 2017	Developed and Adopted