

External Funding Application Guidelines



Introduction:

South Gippsland Shire Council's External Funding Application Guidelines support the External Funding Application Policy (C97) and provide clarification as to how external funding programs should be approached to ensure they have appropriate approvals and organisational oversight.

Objectives:

The guidelines outline the procedures and responsibilities of all involved parties to ensure the sustainable management and effective administration of external funding programs. This includes both the application process and the management of incoming grant funds, as well as program reporting and acquittals. These guidelines aim to streamline the process for council staff tasked with overseeing these funding-related activities.

Before proceeding with External Funding Application

Consider the following:

- Has the pre approval process (Page 2) been undertaken, including funding opportunities where Council is not the lead agency?
- Conflict of interest must be considered prior to completing pre approval. Please refer to [Conflict of Interest Guide](#).
- How does the proposed project align with the current Council Plan and funding criteria?
- Consider completing a [Gender Impact Assessment \(GIA\)](#) for the proposed project.
- Have potential supporting partners been identified (in-kind or monetary).
- Consider major risks and a risk management strategy.



Stage 1: Pre Approval

- Applicant to complete the online pre approval form, providing a brief overview of the project or activity at: <https://form.jotform.com/241687554813869>
- The completed pre approval form is received and processed by the Grants Officer who records the request. A copy of the pre approval is returned to the applicant via email.
- Applicant to forward the completed pre approval form to the relevant Manager and Director.

Please note:

- If the External Funding application involves third party agencies, written confirmation of support and financial contribution (if applicable) is required as part of the pre approval process.
- The Grants Officer will support the application process but responsibility for the grant remains with the applicant throughout the process.
- The above process also applies to grants where Council is not the lead agency. For example, Council may be one of any number of partners within application. Council may auspice applications. Applications may be partner lead.
- Depending on the funding amount, check the table below to see what approvals are required:

Financial Approval Process

Refer to Financial Delegations

	Manager		Director		ELT		CEO		Council
Total grant funding, less than \$220,000 (incl. GST) – inclusive of any South Gippsland Shire Council contributions (if applicable) *	✓	+	✓	+	✓		N/A		N/A
Total grant funding, less than \$750,000 (incl. GST) – inclusive of any South Gippsland Shire Council contributions (if applicable) *	✓	+	✓	+	✓	+	✓		N/A
Total grant funding, greater than \$750,000 (incl. GST) – inclusive of any South Gippsland Shire Council contributions (if applicable) *	✓	+	✓	+	✓	+	✓	+	✓

* A resolution of Council will be required where Council is required to make a financial contribution of more than \$250,000 excluding GST, which is not already provided for within existing budget allocations.

Stage 2: Development

- Once approvals have been obtained, the applicant will commence the application with support from the Grants Officer as required.
- When an online application is to be submitted using the SmartyGrants platform, the application must be assigned to Councils SmartyFile organisational profile.
- Once the application has been submitted, the Grants Officer will include the project into the Grant Funded Projects - Status Spreadsheet to assist with administration and the reporting of project deliverables, specific obligations, outcomes and/or milestones.

Stage 3: Grant Agreement

- If your application is successful (congratulations) you will need to review all elements of the grant agreement in detail to ensure accuracy.
- Once satisfied all is correct, the funding agreement will need to be approved by your Manager. Once the Manager approves, the agreement is escalated for the Chief Executive Officer sign-off.
- Consider how the success of the application will be communicated to Councillors, staff and stakeholders, whilst adhering to directions from the funding body (for example embargo dates or announcement protocol).
- At this point, written agreements with all third party contributors through a Memorandum of Understanding (MoU) or deed must be established.
- Work with your Support Accountant to ensure the external grant funding, any co-contributions and Council contributions (if applicable) are appropriately reflected in the Budget.



Stage 3: Grant Close Out & Acquittal

- Grants are to be acquitted as per funding agreement specifications including expenditure audit requirements.
- Work with your Support Accountant and Grants Officer to ensure the efficient and effective administration of grant funding programs.

Stage 4: Grant Administration

- Ensure throughout the duration of the grant conditions are monitored and adhered to, paying particular attention to deliverables, milestones, outcomes and reporting requirements.
- Updates to be provided regularly to the Grants Officer, including notification of possible variations.

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