

WHEN COUNCIL AUSPICES A GRANT

Before deciding to auspice a community grant application Council will consider the project's benefit to the community, financial risk and alignment to the Council plan and other plans such as community plans.

Council is under no obligation to auspice a grant. If council decides to auspice a grant on your organisations behalf, Council will have ultimate responsibility for grant management and a number of key steps need to occur.

Prior to the Grant Submission

- A representative from the community group should contact Horsham Rural City Council Grants Officer to determine which grants may be appropriate for their project.

The following will be required only if Council needs to auspice the grant on your organisation's behalf

- An initial meeting will be conducted between the community group's representative and Horsham Rural City Council's Grants Officer to discuss the project, agree on the process for development of the grant application and determine the project team members. i.e. Council Project Manager and Community representatives.
- The Grants Officer will seek initial approval from the Executive Management Group to proceed with application process.
- At the FIRST Project Team meeting a checklist of application requirements will be explained as follows:
 1. The community group's contact person and their details
 2. Grant application requirements/expression of interest process
 3. Initial risk assessment (as required)
 4. Development of Project Plan
 - *scope of works
 - *plans
 - *timelines
 5. Any permit requirements such as planning, cultural heritage, vegetation removal, works on waterways and building. Project planning needs to allow sufficient time for permit applications
 6. Details of land ownership and whether a public access agreement will be required
 7. Advice on quotes, a copy of and explanation of Horsham Rural City Councils Procurement Policy
 8. Development of the budget
 - *in kind support details
 - *confirmation of the group's cash contributions
 9. Photographs of facilities
 10. Club membership and facility usage details both currently and anticipated in the future if relevant
 11. Letters of Support

- A site visit will be scheduled with Council's Grants Officer, Council's Project Manager and a member of the community group.
- A second meeting will be scheduled for completion of the checklist and document requirements.
- Council's Grants Officer will complete the application.
- Approval for the grant application will be obtained from Horsham Rural City Council's Chief Executive Officer or the Executive Management Group.
- The application will be lodged.

After the Grant has been successful

- Both Horsham Rural City Council's and the community group's project team will be confirmed including membership and responsibilities. This project team is the group that will oversee the roll out of the project.
- A project commencement meeting will be conducted where the project plan will be reviewed and revised as necessary including:
 1. Actions required and responsibilities
 2. Horsham Rural City Council's Procurement Process and who gets the quotes/tenders/orders
 3. Timelines confirmed
 4. Details of Funding Agreement including reporting timelines
 5. Arrangements established for financial monitoring
 6. Administrative details including works order numbers and how grants will be paid and accessed
 7. A schedule of meetings established for life of project.
- The community group will receive a letter from Council's Grants Officer outlining what was agreed upon in the project commencement meeting, details of dispute resolution processes and a copy of the funding agreement.
- The project will be monitored by the Council Project Manager as per the project plan with reporting to all relevant project members and regular reports from finance.
- On project completion the report will be written, official opening (if required) and a debrief arranged post completion.

Roles

As part of the auspicings role, Council is legally required to deliver the outcomes of the project as detailed in the funding agreement and therefore has overall governance of the project.

The Council Project Manager's role is to ensure Council processes are followed, the project plan and key milestones are on track and the budget is monitored.

The Community representative's role is to implement the project as per the project plan.