

# CaNSCC Grants Policy



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## Purpose

As a result of the increase in the number of grants awarded to CaNSCC and the need for accountability and transparency, CaNSCC requires an improved method of managing grant applications. This Policy is designed to ensure that grant applications satisfy the organisation's Objects as in our Constitution, are consistent with our values, are achievable and within our resources (financial and human) and do not expose CaNSCC to undue risk, either financial or reputational.

The need for grant funding can arise from a perceived need or from a grant opportunity becoming available and an appropriate project being identified.

## Grants Management Committee

The members of the Grants Management Committee review preliminary proposals and grant applications to determine their merits based on finance, core business and the volunteer capacity of CaNSCC.

The GMC should be small and flexible (to cater for member absences). The Management Committee will appoint members as needed.

## Procedure

### 1. Grant Proposal for consideration by GMC

**The proposer needs to:**

- Identify a granting body that is suitable for the planned project.
- Determine grant eligibility, minimum and maximum amounts available, general terms of reference, conditions and restrictions (especially whether administrative costs can be included).
- Identify and liaise with key stakeholders eg weeding groups, Council, residents.
- Confirm that the granting body is acceptable as a source of funds, in line with CaNSCC Objects.
- Write up a one-page proposal outlining the above, and including purpose, volunteer commitment, estimated grant amount and possible time-frame.
- Identify the Project Manager.
- Submit the proposal to the GMC, via [info@coolumcoastcare.org.au](mailto:info@coolumcoastcare.org.au).

The GMC may consult with the CaNSCC Executive and other members as needed. The brief proposal should be tabled at the next available management meeting or, if time is short, circulated out-of-session, to gain in-principle support.

If the GMC approves the proposal, the applicant continues with the application, with ongoing liaison and support of the GMC.

### 2. Grant Application

**The proposer needs to:**

- Write the application according to the granting body's guidelines.
- Draw up a budget, obtain quotes if necessary, identify necessary resources (additional to CaNSCC), estimate administrative impact, and identify any in-kind support.

- Circulate the application to members of the GMC for review and changes as necessary.
- Submit the final draft application to the GMC for final review.

The GMC reviews and either approves or amends the application; the bookkeeper also reviews financial/employment aspects to ensure consistency with legal/audit requirements.

The President or another Executive member reviews and if necessary signs the application prior to submission.

### 3. Grant Submission

- The application, together with any supporting documentation (eg photos, diagrams, references), is to be lodged via [info@coolumcoastcare.org.au](mailto:info@coolumcoastcare.org.au) with a standard password, to ensure that there is a central record of submitted applications and a consistent email contact for the duration of the project.
- Submitting the application and any supporting documentation (eg photographs, diagrams, references etc) is the responsibility of CaNSCC Admin Officer (submit via [info@coolumcoastcare.org.au](mailto:info@coolumcoastcare.org.au) ).
- A copy should be provided to the Treasurer and Bookkeeper for their information.

### 4. Acceptance or amendments by funding body

- If the funding body requests revisions to the budget, the PM and GMC should review and approve the amendments, and the Executive should be notified.
- If the funding body approves the application, the letter of approval should be lodged in CaNSCC files. The Admin Officer notifies the PM, the Executive and the Treasurer/bookkeeper.
- Any invoices for funds should be generated by the bookkeeper.
- Conditions of Acceptance/Deed of Agreement for the approved grant must be signed by a member of the Executive.

### 5. Project Management

- The PM is responsible for expenditure control, project co-ordination, including negotiating any amendment to initial agreement with the grantor, garnering volunteer support, project recording (including volunteer hours), media coverage and program evaluation and reporting.
- The Executive should be alerted to any major changes to operations.
- All expenses and invoices must be authorised through the PM and forwarded to the bookkeeper at [accounts@coolumcoastcare.org.au](mailto:accounts@coolumcoastcare.org.au)

### 6. Reporting

- The PM drafts the acquittal report and overall outcomes, ensuring the grant conditions have been fulfilled.
- The PM requests a financial report from the Treasurer/bookkeeper if this is required.
- Both narrative and financial reports must be authorized by person who signed the Deed of Agreement.

### 7. Sponsoring Organisation

- Where CaNSCC is nominated as a sponsoring organisation for a grant application, this needs to be discussed and approved by the Executive, before any approval is given. Administration costs need to be included in the grant application budget, where possible.

## Summary of Successful Grant Proposal Requirements

When a grant funding agreement is entered into, it be managed as follows:

1. A Project Manager (PM) is appointed to actively manage the grant.
2. A copy of the agreement to be held by Administration Officer (office files) and the PM, and available to the Treasurer and bookkeeper.
3. The PM becomes the contact person for all grant activities, including works coordination and liaison with third parties.
4. The PM in effect becomes the budget manager, ie responsible for the approval of disbursement of monies from the grant in accordance with the grant conditions. The PM certifies work done/service provided is satisfactory, prior to approving invoices to be paid by the bookkeeper.
5. The PM reports to the GMC the progress of the grant on a regular basis. This report would include work progress and budget position.
6. The PM is responsible for ensuring that all requirements of the funding body are met and adhered to, and that necessary finalisation advices are prepared and dispatched.
7. At the conclusion of the project, the PM produces a report that focuses on the achievements and outcomes as specified in the initial application. This would include ensuring that all documentation relating to the project be lodged with the Administration Officer for submission to the funding body.
8. All reports to the funding body should be submitted by the Administration Officer (ie. via [info@coolumcoastcare.org.au](mailto:info@coolumcoastcare.org.au)).

All of the above is to be done within existing and established CaNSCC policies, practices and procedures.

**Approved by CaNSCC Management Committee**

**February 2018**