

Latrobe Health Assembly – Grants Governance Policy

1. Purpose

The purpose of this policy is to provide standardised governance arrangements for the conditions and management of Latrobe Health Assembly's (LHA) outgoing grants.

The Policy demonstrates and outlines LHA's role in supporting the community. LHA's grant program builds strong partnerships for community health and wellbeing benefit.

The Policy also assists the Board, LHA project team and Assembly members to achieve consistency in the governance of the grants when developing, assessing, monitoring, acquitting and evaluating applications.

2. Scope

This policy;

- provides a basis for LHA to allocate funds in an equitable and effective manner;
- provides consistent governance arrangements for the application, acquittal and management of the grants issued by LHA; and
- ensures management accountabilities are understood and processes to manage compliance exist and are applied consistently.

3. Principles of management

3.1. Prepare for applications

Following the business case approval from the LHA Board, grant program guidelines, supporting documents and procedures will be developed to ensure best practice in grants management and continual improvement.

3.2. Make an application

The grant program will have advertised funding round dates. The grant program guidelines are made available to the community advising what is required to be submitted in order for an application to be considered. This information is made available on LHA's website.

The applicant must provide:

- Identifying information related to the individual, group, organisation, school or business;
- An email address for all correspondence; and

- A contact person within the group, organisation, school or business and their contact details, including phone and email.

An Application can be submitted once the applicant has completed a declaration, confirming that the information provided in their application is true and correct and that they agree to adhere to the terms and conditions of funding. The declaration is built into the online application form.

3.3. General eligibility criteria

To be eligible to apply applicants and/or the auspice organisation must:

- Hold appropriate public liability insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits to Latrobe City Community. Individuals must reside in Latrobe City.

3.4. Assess the application

Once an application is received, the LHA will:

- Complete an eligibility check against the program guidelines;
- Provide assessment guidelines for the grant which aid the assessors in their determination, and manage any conflict of interest between the assessors and the application; and
- Assessments will be conducted by the Grant Assessment Panels.

All completed assessments will be required to document commentary that indicated why an application is or is not recommended for funding.

3.5. Grant Assessment Panels

Four Grant Assessment Panels will be appointed to reflect each LHA working group (Make the Move, Chronic Illness & Wellness, Pride of Place and Children, Family & Young People). The Assessment Panels will assess the applications relevant to the working group and make recommendations for approval or rejection. The Grant Assessment Panels will include at least the following:

- At least two members from each of the Working Groups;
- LHA Project Coordinator; and
- LHA Administration Officer

Once assessors have submitted their recommendations the LHA Board will review the recommendations and make the final decision to approve the funding.

Decisions of the Board are final and no reason needs to be provided regarding rejection of an application.

3.6. Provide reports

LHA Project Team will provide reports to the LHA Board detailing the grants approved and rejected, providing the justifications for the decision.

3.7. Fund the application

Applicants will be advised of their assessment outcome in writing. Payment will be processed following signing of a Funding Agreement which will be included with an outcome notification letter.

All Funding Agreements will include an offer expiration date so there is an end date to when applicants can claim their funding.

All payments are made electronically, direct to the applicant's bank or held in auspice by the LHA.

3.8. Provide acquittal information

The applicant must complete and acquit their project within 12 months from signing of the Funding Agreement, unless otherwise advised. Applicants who have an outstanding acquittal will not be able to apply for further funding.

This Acquittal report will be a reconciled statement of expenditure and income associated with the grant and will ask the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding.

Applicants will also be required to attach;

- A completed evaluation report (using the template provided) which details how the health and wellbeing of Latrobe City people was improved as a result of the project; and
- An actual income and expenditure budget for their project; and photo evidence that showcases the completed project and community participation.

3.9. Manage records

All records relating to community grants will be filed in the LHA electronic filing system. These records include all paper attachments, photos, spreadsheets and data downloaded from internal and external systems.

3.10. General funding guidelines

The program will have its own guidelines and conditions of funding; generally the following guidelines will be applicable:

- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension.

- Applicants who have an outstanding acquittal will not be able to apply for further funding and may need to repay any outstanding funds should they not be able to complete the project
- Additional funding conditions may be applied to the project during assessment;
- Approval of funding does not constitute permission to deliver the project remains the responsibility of the applicant to seek the appropriate permissions and approvals to deliver the project;
- Projects must address issues of safety and risk management;
- LHA will strongly encourage groups to undertake joint grant submissions. LHA acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must clearly outline the aims & objectives and provide a full description of the service or project. LHA may request additional information, to assist in assessing an application for funding;
- Applicants will be encouraged to provide financial or in-kind assistance to the project
- Applications must be completed in full and have sufficient evidence with which LHA can make a reasonable assessment of the application. Applications must be submitted on the current and correct application form.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to LHA. Any underspent and excess funding must be returned to LHA when the acquittal is submitted.
- Funding must not be regarded as a recurrent commitment from LHA. There is no guarantee a recurring project will be funded in the future. Funding is limited.
- LHA shall be given prior notice if invited to participate in any public relations activities associated with the event/project.
- Applicants are required to take part in public relations activities relating to the program as determined by the LHA,

3.11. Funding variations

Applicants must submit a Variation Request in writing to LHA if:

- the scope of a project changes,
- proposed expenditure items change; or
- if there is a change to the proposed outcomes.

The Variation Request will be reviewed by the LHA Project Team and approved by the LHA Board. Variation Requests will initially be reviewed against the grant guidelines then assessed based on impact.

If the Variation request is approved, applicants receive written correspondence notifying them of the approved changes. This correspondence will then form part of your Funding Agreement with LHA. If the Variation Request is unsuccessful, applicants will be asked to submit a revised request or required to return funding to LHA.

4. Definitions

Grant - A payment provided to a recipient for a specific purpose or project, generally as part of an approved LHA program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to LHA.

Acquittal - Acquitting a grant means accurately reporting on the funded activities, the expenditure and the outcomes.

Sponsorship - The right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.

Subsidy - Financial assistance paid as an incentive upon completion. A subsidy can take several forms which are conditional upon meeting specific criteria. A subsidy can be used to support businesses and to encourage activities that would otherwise not take place.

This document provides general information only and may be subject to change at any time without notice.