

# PROSPEROUS PRECINCTS GRANT PROGRAM PROCEDURE



## 1 Scope

This procedure prescribes the roles and responsibilities of Council Officers involved in the facilitation of Rockhampton Regional Council's Prosperous Precincts Grant Program.

This procedure applies to all third parties requesting funding from Council through the Prosperous Precincts Grant Program.

## 2 Purpose

The purpose of this procedure is to guide the execution of the application, assessment and approval processes associated with the Prosperous Precincts Grant Program.

## 3 Related Documents

### 3.1 Primary

Prosperous Precincts Program Policy

### 3.2 Secondary

*Association Incorporation Act 1981*

*Crime and Corruption Act 2001*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Sector Ethics Act 1994*

Code of Conduct

Conflict of Interest Policy and Procedure

EFT Details Form

Funding Agreement Template

Payment Exemption Authority Form

Prosperous Precincts Grant Application Form

Prosperous Precincts Grant Program Guidelines

## 4 Definitions

To assist in interpretation, the following definitions apply:

Acquittal	Finalising the terms of the funding agreement.
Applicant	An entity applying for a prosperous precincts grant.
Approving Officer	The CEO or their authorised officer.

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Assessment Matrix	A tool for describing and assessing the levels of achievement against the assessment criteria.
Assessment Panel	Employees responsible for assessing each application.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Conflict of Interest	A conflict; whether actual, perceived, or potential; between official duties in serving the public interest and personal interests.
Council	Rockhampton Regional Council.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Funding	Includes financial assistance and in-kind support in accordance with this procedure.
Funding Agreement	A contract between Council and the funding recipient that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash and/or in-kind support to help entities deliver their projects.
Project	Refers to the program, activity, event, works or items an applicant will deliver using the grant.
Responsible Officer	The officer authorised to administer the Prosperous Precincts Grant Program.

## 5 Procedure

### 5.1 Receipt of Application

The Responsible Officer responds in writing to the applicant advising that Council has received the application and will commence a review of the application.

### 5.2 Review and Assessment of Application

#### 5.2.1 Review of Application

The Responsible Officer reviews the application to ensure the applicant has responded to all questions and provided the requested supporting documentation and confirms that:

- (a) The form has been completed entirely and sufficiently;
- (b) All supporting documentation has been supplied; and
- (c) The application meets eligibility requirements and applicable funding conditions.

The Responsible Officer requests any missing information from the application prior to progressing the application further. This request will be made in writing or verbally in meeting with the applicant.

#### 5.2.2 Distribute Application to Assessment Panel

The Responsible Officer circulates the application and supporting documentation to the nominated assessment panel members.

#### 5.2.3 Assessment

The assessment panel will review the applications and supporting documentation in accordance with the criteria outlined in the Prosperous Precincts Grant Program Policy.

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Assessment will be conducted consistently utilising the following Assessment Matrix. Applications are assessed against the below assessment matrix. Applications with a result of below 50% overall, may not be eligible for funding.

1	The project demonstrates value for money (for example, quality of the project, how large of an impact will the project have on the community or the economy, achieving more with less).	up to 25%
2	The project has planning, budgeting and management in place (for example, experience of delivery in a similar project, project risk management plan, business plan, detailed project budget).	up to 10%
3	The project considers sustainable and resilient outcomes and aligns with Council's Sustainability Strategy (for example, innovation in waste management, accessibility and reconciliation practices, environmental conservation).	up to 10%
4	The extent to which the project contributes to the guiding principles of the policy.	up to 55%

### 5.3 Approval Process

#### 5.3.1 Assessment Panel's Recommendation

Following assessment of the applications, the Responsible Officer prepares a memo reflecting the position of the assessment panel to the approving officer, with a recommended decision.

#### 5.3.2 Approving Officer's Decision

The Approving Officer reviews the memo and approves or denies the application.

### 5.4 Notification of Application Outcome

Applicants will be notified via email of the outcome of their application within 30 calendar days of the receipt of the application and all supporting documents.

#### 5.4.1 Approved Applicants

The Responsible Officer drafts a Funding Agreement using the Funding Agreement Template.

The Approving Officer reviews the draft Funding Agreement.

Successful applicants will be emailed an approval letter and a Funding Agreement. The agreement will include terms and conditions of the grant, as well as contact and payment details.

The applicant is required to complete, sign, and return the Funding Agreement within 14 calendar days of receipt.

The Approving Officer signs the Funding Agreement.

#### 5.4.2 Unsuccessful Applicants

Unsuccessful applicants will be notified by the Responsible Officer via email.

Unsuccessful applicants may seek feedback from the Responsible Officer on how their application could be further developed.

Applications that meet eligibility requirements and align with the grant program guiding principles may not be successful due to funding limitations. Such applications may be preserved for future consideration if the applicant consents.

### 5.5 Assessment Panel

An assessment panel will be convened to assess and recommend applications for the Prosperous Precincts Grant Program to the approving officer.

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The assessment panel will be comprised of at least four employees each from one of the following units respectively:

- (a) Economic Development;
- (b) Tourism and Events;
- (c) Strategic Planning;
- (d) Community Master Planning;
- (e) Local Laws; and
- (f) Communities and Culture.

The Responsible Officer is excluded from the assessment panel.

## 5.6 Conflict of Interest

Employees involved in grant application assessment and approval processes are required to declare any conflicts of interests prior to assessing and/or approving any applications. This process ensures that any potential, actual or perceived conflicts of interest are promptly identified and managed appropriately.

In the event of a conflict of interest, the relevant employee must decline to participate in any discussion or decision about the application and have this declaration noted.

Refer to Council's Conflict of Interest Policy and Procedure for more information on managing conflicts of interest.

## 5.7 Acquittal and Reporting

### 5.7.1 Verification of Expenses and Report of Outcomes

All approved applicants are subject to acquittal and reporting requirements as outlined in the Funding Agreement.

This will include:

- (a) Brief overview of the project;
- (b) Details of the project activities and outcomes;
- (c) Final project costings, including co-contributions;
- (d) Additional information such as photos, supporting reports, etc. can also be included; and
- (e) Proof of having acknowledged Council in any promotion, publication, or advertising associated with the project.

Acquittal and reports are to be submitted to the Responsible Officer via email within 30 calendar days of complete project delivery, or complete expenditure of the amount of funding in the funding agreement.

### 5.7.2 Review of Acquittal and Outcomes Reporting

The Responsible Officer will receive the reports and issue an acknowledgement of receipt to the reporting applicant.

The Responsible Officer will verify the expenditure and review the compliance of the project with the terms of the executed Funding Agreement.

The Responsible Officer will notify the applicant of the satisfaction of the acquittal stage, or alternatively request further justification and/or supporting documentation.

The acquittal and supporting documentation may be subject to further review by an independent auditor.

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### 5.8 Payment of Grant

Upon successful review of the acquittal and outcome reporting, and adherence to the Funding Agreement, the applicant will become eligible for grant payment.

Once deemed eligible for grant payment, the Responsible Officer will forward an EFT Details Form to the recipient for completion. The Responsible Officer completes a Payment Exemption Authority Form and attaches the completed EFT Details Form.

The funds will be transferred to the account nominated in the Funding Agreement within 14 calendar days of the notification of satisfactory acquittal.

### 5.9 Non-compliance

Where the applicant is non-compliant with the terms of the executed Funding Agreement, the Prosperous Precincts Grant Program Policy, or this Procedure, the Responsible Officer will take action in accordance with the Prosperous Precincts Grant Program Policy and the funding agreement.

## 6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



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