

## POL 0031: Small Grants Approval

### Purpose

This policy aims to ensure the transparency of funding decisions made in relation to the Small Grants funding which forms part of the Shire of Esperance's Community Grants Program.

### Scope

This policy applies to all eligible applications as determined by the Community Grants Program Guidelines.

### Definitions

N/A

### Practice

A Small Grants budget will be set as part of the budget approval process.

The CEO shall shortlist a Small Grants panel. The panel will be responsible for receiving and assessing Small Grant applications with reference to Community Grants Guidelines which are to be made publicly available.

No less than two panel members shall assess each individual application.

The CEO and Shire President, or their delegate, will be jointly responsible for the final approval.

For the purpose of this policy, the CEO's delegate may be any Director position and the Shire President's delegate is the Deputy Shire President. Delegates may approve Small Grants when the CEO or Shire President are absent or have a declarable interest.

Following approval, outgoing grant agreements are to be executed in line with Council Policy: Execution of Documents and Common Seal Usage

Approved grants will be reported back to Council monthly through the Information Bulletin.

.....End.....

### Document Information

Responsible Position	Manager Community Development and Events
Risk Rating	Low

### Referencing Documents

- *Local Government Act 1995*
- Community Grants Program Guidelines

## Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2022	1	D22/18876	New policy	O0622-148	Jun 2024
Dec 2022	2	D22/18876[v2]	Amend responsible officer title and include reference to CEO and Shire President delegates.	O1222-113	Dec 2024
Dec 2023	3	D22/18876[v3]	Update responsible officer title, remove policy number referenced in Practice section.	O1223-203	Dec 2025
Jan 2026	4	D22/18876[v4]	Biennial review, no change.	O0126-016	Jan 2028